

2. Books

A. Entire Books

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

B. Individual Volumes of Books

(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

(2) Individual Volumes With a Separate Title and Separate Authors/Editors

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

C. Parts of Books

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

D. Contributions to Books

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

See also:

Chapter 11B Forthcoming Books

Chapter 15 Books and Other Individual Titles in Audiovisual Formats

Chapter 18 Books and Other Individual Titles on CD-ROM, DVD, or Disk

Chapter 22 Books and Other Individual Titles on the Internet

A. Sample Citation and Introduction to Citing Entire Books

The general format for a reference to a book, including punctuation:

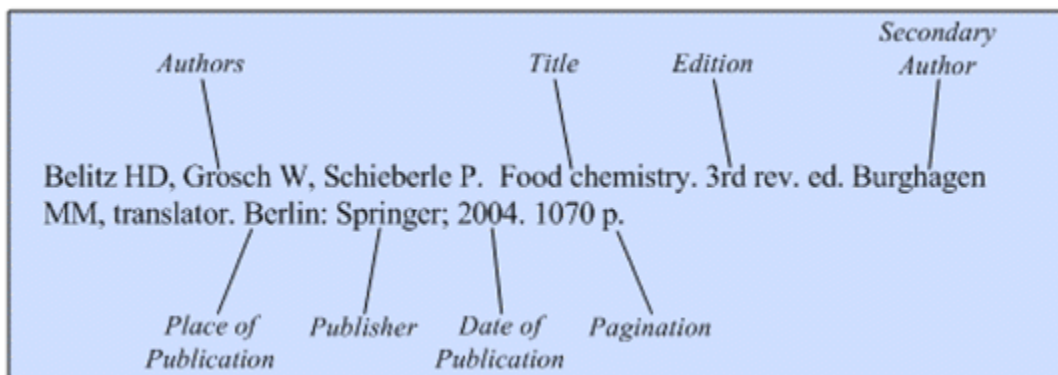


Illustration of the general format for a reference to a book.

Examples of Citations to Entire Books

A book is a publication that is complete in one volume or a limited number of volumes; books are therefore often called monographs. Textbooks, technical reports, conference proceedings, master's theses and dissertations, bibliographies, and patents are all examples of monographs. This chapter focuses on the standard book and textbook. Because technical reports and other specific types of monographs have additional special features, they are treated in their own chapters.

References to books in print or in microform (microfilm, microfiche) are included in this chapter. For references to books in audiovisual format, see Chapter 15; in electronic form, see Chapter 18 and Chapter 22.

The chief source for information about a book is its title page. The back of the title page, called the verso or copyright page, and the cover of the book are additional sources of authoritative information not found on the title page.

Note that the rules for creating references to books are not the same as the rules for cataloging books. Therefore records found in the NLM LocatorPlus [<http://locatorplus.gov/>] and the NLM Catalog [<http://nlmcatalog.nlm.nih.gov/>] databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Books.

Continue to Examples of Citations to Entire Books.

Citation Rules with Examples for Entire Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Content Type (O) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for Entire Books (required)

General Rules for Author/Editor:

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editor
- Organizations as author/editor
- No author can be found
- Options for author names

Examples for Author/Editor:

1. Standard book with initials for authors
2. Book authors with optional full first names given
3. Book with many authors (list all)
4. Book with optional limit to the first three authors
5. Book with author/editor name having designations of rank in a family
6. Book authors/editors with particles, prefixes, or prepositions in their names

7. Book authors/editors with compound last names having a hyphen
8. Book authors/editors with compound last names without a hyphen
9. Book with editors or translators when there is no author
10. Book with author(s) and editor(s)/translator(s)/illustrator(s)
11. Book with organization as author/editor
12. Book with organization as author and subsidiary department/division named
13. Book with organization as author which is also the publisher
14. Book with organization as author and an editor(s)
15. Book with organization as author/editor including a translation
16. Book with multiple organizations as authors
17. Book with no authors or editors

Author Affiliation for Entire Books (optional)

General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Examples for Author Affiliation:

18. Book with author affiliation included

Title for Entire Books (required)

General Rules for Title:

- Enter the title of a book as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type or Type of Medium follows it (see below), then end with a space

Specific Rules for Title:

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Examples for Title:

19. Book title in a language other than English
20. Book published with equal text in two languages
21. Book with text in multiple languages
22. Book title with special characters

Content Type for Entire Books (optional)

General Rules for Content Type:

- A content type alerts the user that the reference is not to a standard book but to a dissertation, master's thesis, or bibliography
- Place [dissertation], [master's thesis], or [bibliography] after the book title
- Follow the bracketed content type with a period unless the book is in a non-print medium (see Type of Medium below)
- See Chapter 5 Dissertations and Theses and Chapter 6 Bibliographies for more detail

Specific Rules for Content Type:

- Titles ending in punctuation other than a period
- Titles not in English

Examples for Content Type:

23. Book with content type added

Type of Medium for Entire Books (required)

General Rules for Type of Medium:

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform
- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

Specific Rules for Type of Medium:

- Both a content type and a type of medium
- Titles ending in punctuation other than a period

- Titles not in English

Examples for Type of Medium:

24. Book in a microform with type of medium given

Edition for Entire Books (required)

General Rules for Edition:

- Indicate the edition/version being cited after the title (and Content Type or Type of Medium if present) when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Specific Rules for Edition:

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Examples for Edition:

25. Book with an edition

26. Book with an edition in a language other than English

Editor and other Secondary Authors for Entire Books (optional)

General Rules for Editor and other Secondary Authors:

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Content Type, Type of Medium, or Edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors:

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Examples for Editor and other Secondary Authors:

9. Book with editors or translators when there is no author
10. Book with author(s) and editor(s)/translator(s)/illustrator(s)
11. Book with organization as author/editor

Place of Publication for Entire Books (required)

General Rules for Place of Publication:

- Place is defined as the city where the book was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication:

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Examples for Place of Publication:

27. Book with well-known place of publication
28. Book place of publication with geographic qualifier added for clarity
29. Book with place of publication inferred
30. Book with unknown place of publication
36. Book with unknown place of publication and publisher
42. Book with unknown place, publisher, and date of publication

Publisher for Entire Books (required)

General Rules for Publisher:

- A publisher is defined as the individual or organization issuing the book
- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher:

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Examples for Publisher:

31. Book publisher with subsidiary department/division named
32. Book with government agency as publisher
33. Book with joint publishers
34. Book with non-English publisher name including translation
35. Book with unknown publisher
36. Book with unknown place of publication and publisher
42. Book with unknown place, publisher, and date of publication

Date of Publication for Entire Books (required)**General Rules for Date of Publication:**

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication:

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Examples for Date of Publication:

37. Book with multiple dates of publication
38. Book with date of copyright instead of date of publication
39. Book with date of publication and date of copyright
40. Book with estimated date of publication
41. Book with unknown date of publication

42. Book with unknown place, publisher, and date of publication

Pagination for Entire Books (optional)

General Rules for Pagination:

- Provide the total number of pages on which the text of the book appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For books published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination:

- Roman numerals used as page numbers
- No numbers appear on the pages of the book

Examples for Pagination:

43. Book with standard pagination

44. Book published in more than one volume

45. Book with no numbers on the pages

Physical Description for Entire Books (optional)

General Rules for Physical Description:

- Give information on the physical characteristics if a book is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description:

- Language for describing physical characteristics

Examples for Physical Description:

24. Book in a microform with type of medium given

Series for Entire Books (optional)

General Rules for Series:

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series:

- Series editor's name provided
- Multiple series
- Non-English names for volume

Examples for Series:

46. Book in a series with a number given
47. Book in a series without a number
48. Book in a series with editor(s)
49. Book in multiple series
50. Book published also as a journal issue

Language for Entire Books (required)

General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language:

- Books appearing in more than one language

Examples for Language:

15. Book with organization as author/editor including a translation
19. Book title in a language other than English
20. Book published with equal text in two languages
21. Book with text in multiple languages

Notes for Entire Books (optional)

General Rules for Notes:

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes:

- Book accompanied by a videocassette, CD-ROM, DVD, etc.
- Book with an ISBN
- Other types of material to include in notes

Examples for Notes:

51. Book accompanied by a CD-ROM or other medium
52. Book assigned an International Standard Book Number (ISBN)

- 53. Book available from a distributor
- 54. Book with information on a library where it may be found
- 55. Book with other note included

Examples of Citations to Entire Books

1. Standard book with initials for authors

Jenkins PF. Making sense of the chest x-ray: a hands-on guide. New York: Oxford University Press; 2005. 194 p.

Eyre HJ, Lange DP, Morris LB. Informed decisions: the complete book of cancer diagnosis, treatment, and recovery. 2nd ed. Atlanta: American Cancer Society; c2002. 768 p.

2. Book authors with optional full first names given

Hamric, Ann B.; Spross, Judith A.; Hanson, Charlene M. Advanced practice nursing: an integrative approach. 3rd ed. St. Louis (MO): Elsevier Saunders; c2005. 979 p.

3. Book with many authors (list all)

Iverson C, Flanagan A, Fontanarosa PB, Glass RM, Glitman P, Lantz JC, Meyer HS, Smith JM, Winker MA, Young RK. American Medical Association manual of style. 9th ed. Baltimore (MD): Williams & Wilkins; c1998. 660 p.

Wenger NK, Sivarajan Froelicher E, Smith LK, Ades PA, Berra K, Blumenthal JA, Certo CME, Dattilo AM, Davis D, DeBusk RF, Drozda JP Jr, Fletcher BJ, Franklin BA, Gaston H, Greenland P, McBride PE, McGregor CGA, Oldridge NB, Piscatella JC, Rogers FJ. Cardiac rehabilitation. Rockville (MD): Agency for Health Care Policy and Research (US); 1995. 202 p.

4. Book with optional limit to the first three authors

Iverson C, Flanagan A, Fontanarosa PB, et al. American Medical Association manual of style. 9th ed. Baltimore (MD): Williams & Wilkins; c1998. 660 p.

Wenger NK, Sivarajan Froelicher E, Smith LK, and others. Cardiac rehabilitation. Rockville (MD): Agency for Health Care Policy and Research (US); 1995. 202 p.

5. Book with author/editor name having designations of rank in a family

Bodenheimer HC Jr, Chapman R. Q&A color review of hepatobiliary medicine. New York: Thieme; 2003. 192 p.

Lewis RJ Sr. Hazardous chemicals desk reference. 5th ed. New York: Wiley-Interscience; c2002. 1695 p.

Langabeer JR 2nd, Napiewocki J. Competitive business strategy for teaching hospitals. Westport (CT): Quorum Books; 2000. 296 p.

Panjabi MM, White AA 3rd. Biomechanics in the musculoskeletal system. New York: Churchill Livingstone; c2001. 196 p.

Weise WJ 4th. Baby catcher: true stories from the life of an obstetrician. Enumclaw (WA): Pleasant Word; c2003. 105 p.

6. Book authors/editors with particles, prefixes, or prepositions in their names

O'Brien JA. Common problems in clinical laboratory management. New York: McGraw-Hill, Health Professions Division; c2000. 557 p.

O'Connor KP. Cognitive-behavioral management of tic disorders. Hoboken (NJ): John Wiley & Sons; c2005. 308 p.

Friedman EA, L'Esperance FA Jr, editors. Diabetic renal-retinal syndrome: pathogenesis and management update 2002. Boston: Kluwer Academic; c2002. 246 p.

MacDonald DD, Ben-Gashir MA, Robson AM. Dermatopathology. Malden (MA): Blackwell Publishing; 2005.

Van de Velde R, Degoulet P. Clinical information systems: a component-based approach. New York: Springer; c2003. 294 p.

de Groot WP, translator and editor. A colour atlas of venous disease. Engl. ed. London: Manson; c2003. 112 p.

7. Book authors/editors with compound last names having a hyphen

Lopez-Goni I, Moriyon I, editors. Brucella: molecular and cellular biology. Wymondham (England): Horizon Bioscience; c2004. 432 p.

Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

8. Book authors/editors with compound last names without a hyphen

Garcia y Griego M, Vereas Campos M. Mexico y Estados Unidos frente a la migración de indocumentados. Mexico City: Universidad Nacional Autónoma de México, Coordinación de Humanidades; 1988. 175 p. Spanish.

Lopez Castellano B, Nieto-Sampedro M, editors. Glial cell function. New York: Elsevier; 2001. 757 p.

9. Book with editors or translators when there is no author

Izzo JL Jr, Black HR, editors. Hypertension primer: the essentials of high blood pressure. 3rd ed. Philadelphia: Lippincott Williams & Wilkins; c2003. 532 p.

Celli L, editor. The elbow: traumatic lesions. Warr A, translator. Vienna (Austria): Springer-Verlag; c1991. 203 p.

Flaws B, translator. The classic of difficulties: a translation of the Nan Jing. 3rd ed. Boulder (CO): Blue Poppy Press; 2004. 140 p.

Krachmer JH, Mannis MJ, Holland EJ, editors. Cornea. Finch M, illustrator. St. Louis (MO): Mosby; c1997. 3 vol.

10. Book with author(s) and editor(s)/translator(s)/illustrator(s)

Martin EW. Hazards of medication. 2nd ed. Ruskin A, Napke E, Alexander S, Kelsey FO, Farage DJ, Mills DH, Elkas RW, editors. Philadelphia: Lippincott; 1978. 686 p.

Stein E. Anorectal and colon diseases: textbook and color atlas of proctology. 1st Engl. ed. Burgdorf WH, translator. Berlin: Springer; c2003. 522 p.

Richer PM. Artistic anatomy. Hale RB, translator and editor. New York: Watson-Guption; 1971. 255 p.

Luzikov VN. Mitochondrial biogenesis and breakdown. Galkin AV, translator; Roodyn DB, editor. New York: Consultants Bureau; 1985. 362 p.

Bosch F, Klomp R. Running: biomechanics and exercise physiology applied in practice. Bosch F, illustrator; Boer-Stallman DW, translator. Edinburgh (Scotland): Elsevier Churchill Livingstone; c2005. 413 p.

11. Book with organization as author/editor

Advanced Life Support Group. Acute medical emergencies: the practical approach. London: BMJ Books; 2001. 454 p.

Swiss Pharmaceutical Society, editor. Index nominum: international drug directory. 18th ed. Stuttgart (Germany): Medpharm Scientific Publications; 2004. 1823 p.

Advisory Committee on Existing Chemicals of Environmental Relevance, editor. Naphthalin. Hicks R, translator. Weinheim (Germany): VCH; c1992. 155 p.

with place added for clarity

Beth Israel Hospital (Boston). Obstetrical decision making. Philadelphia: B.C. Decker; 1987. 320 p.

National Safety Council (US). AED, automated external defibrillation. Sudbury (MA): Jones and Bartlett; c1998. 54 p.

12. Book with organization as author and subsidiary department/division named

American Occupational Therapy Association, Ad Hoc Committee on Occupational Therapy Manpower. Occupational therapy manpower: a plan for progress. Rockville (MD): The Association; 1985 Apr. 84 p.

13. Book with organization as author which is also the publisher

Virginia Law Foundation, Committee on Continuing Legal Education. The medical and legal implications of AIDS. Charlottesville (VA): The Foundation; 1987. 148 p.

as an option, the full publisher name may be given

Virginia Law Foundation, Committee on Continuing Legal Education. The medical and legal implications of AIDS. Charlottesville (VA): Virginia Law Foundation; 1987. 148 p.

14. Book with organization as author and an editor(s)

American Association of Neuroscience Nursing. AANN core curriculum for neuroscience nursing. Bader MK, Littlejohns LR, editors. 4th ed. St. Louis (MO): Saunders; c2004. 1038 p.

15. Book with organization as author/editor including a translation

Medicinska Forskningsrådet [Medical Research Council] (SE). MFR och forskning om AIDS och HIV: oversyn och rekommendationer av medicinska forskningsradets AIDS-grupp [MFR and research on AIDS and HIV: overview and recommendations of the Medical Research Council's AIDS group]. Stockholm: The Council; 1988. 46 p. Swedish.

Rinsho Shokaki Naika Henshu linkai [Clinical Gastroenterology Editorial Committee] (JP), editor. Daicho naish-ikyo sonyu shugi no kihon [Basic technical procedure of colonoscopy]. Dai 1-pan. Tokyo: Nihon Medikara Senta; 2003. 135 p. Japanese.

16. Book with multiple organizations as authors

National Lawyer's Guild AIDs Network (US); National Gay Rights Advocates (US). AIDS practice manual: a legal and educational guide. 2nd ed. San Francisco: The Network; 1988.

17. Book with no authors or editors

HIV/AIDs resources: a nationwide directory. 10th ed. Longmont (CO): Guides for Living; c2004. 792 p.

18. Book with author affiliation included

Fleisher GR (Department of Pediatrics, Harvard Medical School, Boston, MA), Ludwig S, Baskin MN, editors. Atlas of pediatric emergency medicine. Philadelphia: Lippincott Williams & Wilkins; c2004. 478 p.

Oermann MH (College of Nursing, Wayne State University, Detroit, MI), Gaberson KB (Department of Nursing Education, Shepherd University, Shepherdstown, WV). Evaluation and testing in nursing education. 2nd ed. New York: Springer; c2006. 403 p.

19. Book title in a language other than English

Katsunori K. [Euthanasia and criminal law]. Shohan. Tokyo: Seibundo; 2003. 198 p. Japanese.

Han'guk yagop 100-yon. Seoul (Korea): Yakop Sinmun; 2004. 2 vol. Korean.

Ochoa S. Base molecular de la expresion del mensaje genetico. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki. Perm (Russia): Permskaia Gosudarstvennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

Hartmeier W. Immobilisierte Biokatalysstoren. Berlin: Springer-Verlag; 1988. 212 p. German.

with translation

Katsunori K. [Euthanasia and criminal law]. Shohan. Tokyo: Seibundo; 2003. 198 p. Japanese.

Han'guk yagop 100-yon [100-year pharmaceutical industry history]. Seoul (Korea): Yakop Sinmun; 2004. 2 vol. Korean.

Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies]. Perm (Russia): Permskaia Gosudarstvennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

Hartmeier W. Immobilisierte Biokatalysstoren [Immobilized biocatalysts]. Berlin: Springer-Verlag; 1988. 212 p. German.

20. Book published with equal text in two languages

Chemically-defined flavouring substances = Substances aromatisantes chimiquement definies. 4th ed. Strasbourg (France): Council of Europe; c2000. 616 p. English, French.

Institut de Recherches Internationales Servier. Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences. Paris: Elsevier; c2002. 271 p. French, English.

21. Book with text in multiple languages

Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

Lopez Ferez JA, editor. La lengua cientifica griega: origenes, desarrollo e influencia en las lenguas modernas europeas. Madrid: Ediciones Clasicas; 2000. 2 vol. Spanish, French, German, Greek, Italian.

with translation included

Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica [Evolution and culture: Darwinism in Europe and Latin America]. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

Lopez Ferez JA, editor. La lengua cientifica griega: origenes, desarrollo e influencia en las lenguas modernas europeas [The Greek scientific language: origins, development and influence on modern European languages]. Madrid: Ediciones Clasicas; 2000. 2 vol. Spanish, French, German, Greek, Italian.

22. Book title with special characters

Greek letters may be written out if special fonts are not available

Huang YS, Ziboh VA, editors. γ -linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

or

Huang YS, Ziboh VA, editors. Gamma-linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

Juaristi E, Soloshonok VA. Enantioselective synthesis of β -amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.

or

Juaristi E, Soloshonok VA. Enantioselective synthesis of beta-amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.

Superscripts/subscripts may be enclosed within parentheses if fonts are not available

Schmidt KH, Manheim J. TiO₂ nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.

or

Schmidt KH, Manheim J. TiO(2) nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.

23. Book with content type added

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. [Vancouver (BC)]: University of British Columbia; 2004. 290 p.

Grayson L, compiler. Animals in research: for and against [bibliography]. London: British Library; c2000. 320 p.

24. Book in a microform with type of medium given

Pennell S, editor. Women and medicine: remedy books, 1533-1865, from the Wellcome Library for the History and Understanding of Medicine, London [microfilm]. London: Wellcome Library for the History and Understanding of Medicine; c2004. 35 reels: black & white, negative, 35 mm.

Lombardo NE, Ooi WL, Gornstein ES. Dance/movement therapy with frail older adults: a controlled experiment to demonstrate effect on mood, social interaction, and physical functioning of nursing home residents and adult day health clients [microfiche]. Boston: Hebrew Rehabilitation Center for Aged, Research and Training Institute; 1996. 2 microfiche: blue & white, negative, 4 x 6 in.

Monnier H. Etude medicale de quelques guerisons survenues a Lourdes [microfilm]. Paris: Frison-Roche; c1997. 1 reel: black & white, negative, 35 mm. French.

25. Book with an edition

Modlin IM, Sachs G. Acid related diseases: biology and treatment. 2nd ed. Philadelphia: Lippincott Williams & Wilkins; c2004. 522 p.

Brown AF. Accident and emergency: diagnosis and management. 4th ed. New York: Arnold; 2002. 442 p.

Belitz HD, Grosch W, Schieberle P. Food chemistry. **3rd rev. ed.** Burghagen MM, translator. Berlin: Springer; 2004. 1070 p.

Schulz V, Hansel R, Tyler VE. Rational phytotherapy: a physician's guide to herbal medicine. **3rd ed., fully rev. and expand.** Berlin: Springer; c1998. 306 p.

American Medical Association, Council on Ethical and Judicial Affairs. Code of medical ethics: current opinions with annotations. **2004-2005 ed.** Chicago: AMA Press; c2004. 377 p.

Ness BD, editor. Encyclopedia of genetics. **Rev. ed.** Pasadena (CA): Salem Press; c2004. 2 vol.

Stein E. Anorectal and colon diseases: textbook and color atlas of proctology. **1st Engl. ed.** Burgdorf WH, translator. Berlin: Springer; c2003. 522 p.

26. Book with an edition in a language other than English

Arrighi AA. Biologia del envejecimiento en la mujer. **2° ed. ampliada y actualizada.** Buenos Aires: Editorial Ascune; 2004. 142 p. Spanish.

Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. **5a ed.** La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.

Deutsch E, Lippert HD, editors. Kommentar zum Arzneimittelgesetz (AMG). **2., Aufl.** Berlin: Springer; 2007. 885 p. German.

Giberti F. Manuale di psichiatria: per studenti, medici, assistenti sociali, operatori psichiatrici. **5 ed. interamente rielaborata.** Padova (Italy): Piccin; c2005. 599 p. Italian.

Radzinskii VE. Biokhimiia platsentarnoi nedostatochnosti: monografiia. **Izd. 3-e, rasshirennoe i dop.** Moscow: Izd-vo Rossiiskogo Universiteta Druzhby Narodov; 2001. 275 p. Russian.

Katsunori K. Anrakushi to keihoi. **Shohan.** Tokyo: Seibundo; 2003. 198 p. Japanese.

Li S. Binhu mai xue bai hua jie. **Di 3 ban.** Beijing (China): Ren min wei sheng chu ban she; 2001. 117 p. Chinese.

27. Book with well-known place of publication

Kunzel W. Breech delivery. **Paris:** Elsevier; c2002. 274 p.

Stocksley M. Abdominal ultrasound. **San Francisco:** Greenwich Medical Media; 2001. 286 p.

28. Book place of publication with geographic qualifier added for clarity

Minkler M. Community organizing and community building for health. 2nd ed. **New Brunswick (NJ):** Rutgers University Press; c2005. 489 p.

Hall N. The role of the social welfare sector in Africa: strengthening the capacities of vulnerable children and families in the context of HIV/AIDS. **Berne (Switzerland):** International Federation of Social Workers; 2000. 10 p.

29. Book with place of publication inferred

Marquis DK. Advance care planning: a practical guide for physicians. **[Chicago]:** AMA Press; c2001. 105 p.

Liu-Ambrose TY. Studies of fall risk and bone morphology in older women with low bone mass [dissertation]. **[Vancouver (BC)]:** University of British Columbia; 2004. 290 p.

30. Book with unknown place of publication

Kuttner L. A child in pain: how to help, what to do. [place unknown]: Hartley & Marks; 1996. 271 p.

Hoobler S. Adventures in medicine: one doctor's life amid the great discoveries of 1940-1990. [place unknown]: S.W. Hoobler; 1991. 109 p.

31. Book publisher with subsidiary department/division named

Kinzbrunner BM, Weinreb NJ, Policzer JS, editors. 20 common problems in end-of-life care. New York: McGraw-Hill, Medical Publishing Division; c2002. 446 p.

Grannerg A, Armelius K, Armelius BA. Self-image pattern and treatment outcome in severely disturbed psychiatric patients. Umea (Sweden): Umea University, Department of Psychology; 2001. 13 p.

32. Book with government agency as publisher

Allison M, Hubbard RL, Rachal JV. Treatment process in methadone, residential, and outpatient drug free programs. Rockville (MD): National Institute on Drug Abuse (US), Division of Clinical Research; 1985. 89 p.

33. Book with joint publishers

Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

34. Book with non-English publisher name including translation

Lindholm LH, Agenas I, Beerman B, Berglund G, Dahlgren H, Elmfeldt D, de Faire U, Jern S, Hjemdahl P, Johannesson M, Jonsson E, Jonsson B, Kahan T, Lundvall O, Samuelsson O, Svardsudd K, Waaler HT, Werko L, Aberg H. Mattligt forhojt blodtryck [Moderately elevated blood pressure]. Stockholm: Statens Beredning for Utvardering av Medicinsk Metodik [Swedish Council on Technology Assessment in Health Care]; 1994. 340 p. Swedish.

35. Book with unknown publisher

Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. 5a ed. La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.

Sciarra C. Harvey Cushing fondatore della neurochirurgia. Rome: [publisher unknown]; [1971?]. Italian.

36. Book with unknown place of publication and publisher

Amjad H, translator. On the joints, arthritic pain: an early 13th century treatise on arthritis. [place unknown: publisher unknown]; 1996. 13 p.

Wilson JD. Steroid 5 alpha-reductase 2 deficiency. [place unknown: publisher unknown]; 1992. 36 p.

de Tartas P. Oeuvres de Ambrose Pare de La Val au Maine. Herni H, illustrator. [place unknown: publisher unknown]; 1977?. 3 vol. French, Latin.

37. Book with multiple dates of publication

Chang TM. Blood substitutes: principles, methods, products, and clinical trials. New York: Karger Landes Systems; 1997-1998. 2 vol.

Appenzeller O, editor. The autonomic nervous system. Amsterdam (Netherlands): Elsevier; 1999-2000. 2 vol. 2-18

Chevalier JM. The 3-D mind. Montreal (QC): McGill-Queen's University Press; 2002-2003. 3 vol.

38. Book with date of copyright instead of date of publication

Modlin IM, Sachs G. Acid related diseases: biology and treatment. 2nd ed. Philadelphia: Lippincott Williams & Wilkins; c2004. 522 p.

Kruger L, editor. Pain and touch. San Diego (CA): Academic Press; c1996. 394 p.

Mark BS, Incorvaia J, editors. The handbook of infant, child, and adolescent psychotherapy. Northvale (NJ): Jason Aronson Inc.; c1995-1997. 2 vol.

de Varennes F, editor. Asia-Pacific human rights documents and resources. Boston: M. Nijhoff Publishers; c1998-2000. 2 vol.

39. Book with date of publication and date of copyright

Research Task Force on Risk-Based Inservice Testing Guidelines. Risk-based testing: development of guidelines. New York: American Society of Mechanical Engineers; 2000, c1996.

40. Book with estimated date of publication

Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].

Lederer J. Alimentation et cancer. 3e ed. Brussels: Nauwelaerts; [1986?]. 315 p. French.

de Tartas P. Oeuvres de Ambrose Pare de La Val au Maine. Herni H, illustrator. [place unknown: publisher unknown; 1977?]. 3 vol. French, Latin.

41. Book with unknown date of publication

Marcuzzi A. Alimentazione: risorse e possibilita. Bologna (Italy): Malipiero S.p.A. Editore; [date unknown]. 72 p. Italian.

42. Book with unknown place, publisher, and date of publication

Steriu D, Stefanioiu V. Terapia si combaterea zoonozelor parazitare. [place, publisher, date unknown]. 205 p. Romanian.

43. Book with standard pagination

Annas GJ. American bioethics: crossing human rights and health law boundaries. New York: Oxford University Press; 2005. 244 p.

Blanc B, Siproudhis L. Pelvi-perineologie. Paris: Springer; 2005. 619 p. French.

44. Book published in more than one volume

Hamilton S, editor. Animal welfare & antivivisection 1870-1910: nineteenth century women's mission. London: Routledge; 2004. 3 vol.

45. Book with no numbers on the pages

Howell E. Access to children's mental health services under Medicaid and SCHIP. Washington: Urban Institute; c2004. 7 leaves.

Zaadstra BM, Staats PG, Davidse W. Aard en omvang van cannabis gebruik bij mensen met MS. Leiden (Netherlands): TNO Preventie en Gezondheid; 1998. 37 leaves. Dutch.

46. Book in a series with a number given

Indryan A, Sarmukaddam SB. Medical biostatistics. New York: Marcel Dekker; c2001. 645 p. (Biostatistics; 7).

Best SJ, Krueger BS. Internet data collection. Thousand Oaks (CA): Sage Publications; 2004. 91 p. (Quantitative applications in the social sciences; no. 07/041).

Bergstresser PR, Takashima A, editors. Gamma-delta T cells. New York: Karger; 2001. 142 p. (Chemical immunology; vol. 79).

47. Book in a series without a number

Evans LK, Lang NM, editors. Academic nursing practice. New York: Springer; c2004. 278 p. (Springer series on the teaching of nursing).

48. Book in a series with editor(s)

Forsman RB, editor. Administration and management in health sciences libraries. Lanham (MD): Medical Library Association; c2000. 222 p. (Bunting A, editor. Current practice in health sciences librarianship; vol. 8).

Redmond CK, Colton T, editors. Biostatistics in clinical trials. Chichester (England): John Wiley & Sons, Ltd.; c2001. 501 p. (Armitage P, Colton T, editors. Wiley reference series in biostatistics).

Ollendick T, editor. Children & adolescents: clinical formulation and treatment. Amsterdam (Netherlands): Elsevier Science; 1998. 754 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 5).

49. Book in multiple series

Rugg DL, Peersman G, Carael M, editors. Global advances in HIV/AIDS monitoring and evaluation. San Francisco: Jossey-Bass; c2004. 180 p. (New directions for evaluation; no. 103); (Jossey-Bass education series).

50. Book published also as a journal issue

Cardena E, Croyle K, editors. Acute reactions to trauma and psychotherapy: a multidisciplinary and international perspective. Binghamton (NY): Haworth Medical Press; 2005. 130 p. (Journal of trauma & dissociation; vol. 6, no. 2).

51. Book accompanied by a CD-ROM or other medium

Franco KL, Verrier ED, editors. Advanced therapy in cardiac surgery. 2nd ed. Hamilton (ON): B.C. Decker; 2003. 642 p. Accompanied by: 1 CD-ROM.

52. Book assigned an International Standard Book Number (ISBN)

Stern SD, Cifu AS, Altkorn D. Symptom to diagnosis: an evidence-based guide. New York: Lange Medical Books; c2006. 434 p. ISBN: 9780071463898.

53. Book available from a distributor

What kind of birth control is best for you? Rockville (MD): Food and Drug Administration (US); 2000. 12 p. Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

54. Book with information on a library where it may be found

Lederer J. Alimentation et cancer. 3e ed. Brussels: Nauwelaerts; [1986?]. 315 p. French. Located at: National Library of Medicine, Bethesda, MD; FF9414.

55. Book with other note included

McRae J. AIDS, agencies and drug abuse: the Edinburgh experience. Norwich (England): Social Work Monographs; 1989. 40 p. Revised version of a dissertation originally submitted as part of an MSc. in applied social studies at Oxford University.

Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

Amjad H, translator. On the joints, arthritic pain: an early 13th century treatise on arthritis. [place unknown: publisher unknown]; 1996. 13 p. Translation from the Arabic of the work by Al-Sammarqandi.

Palazzo RE, Davis TN, editors. Centrosomes and spindle pole bodies. San Diego: Academic Press; c2001. 375 p. 16 pages of plates, some color.

B(1). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title but Without Separate Authors/Editors

The general format for a reference to a volume of a book with a separate title but without separate authors/editors, including pagination:

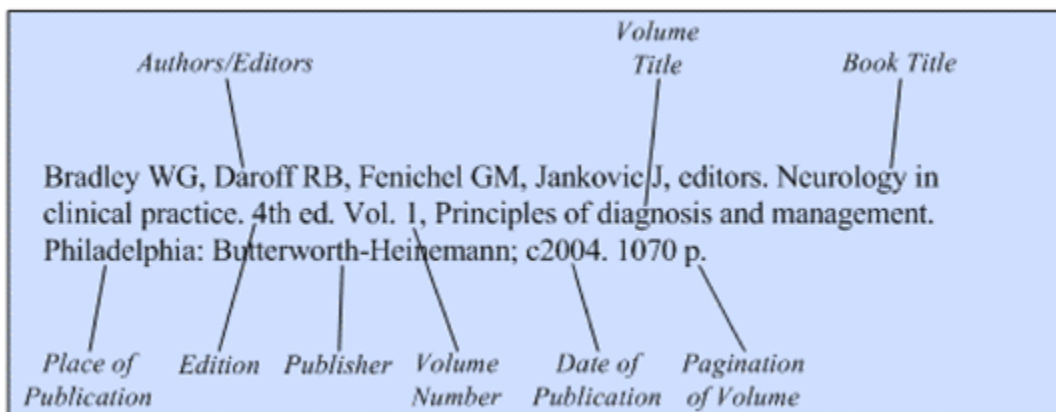


Illustration of the general format for a reference to an individual volume of a book with a separate title but without separate authors/editors.

Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors

Many medical texts are published in more than one volume because the number of pages is too large to be contained in one physical volume. If a book is published in multiple volumes, and if each volume has a separate title, the volumes may be cited individually:

- Use the title page and the verso (back) of the title page of the individual volume as the source for authoritative information.
- Place volume information immediately following the overall title for the book and any edition information or secondary author.
- Give the pagination for the individual volume following the date of publication.

Continue to Citation Rules with Examples for Individual Volumes With a Separate Title but Without Separate Authors/Editors.

Continue to Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors.

Citation Rules with Examples for One Volume of a Book Without Separate Authors/Editors

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Book (R) | Volume and Number (R) | Title (R) | Location (Pagination) (O)

Book (required)

General Rules for Book:

- Cite the overall book according to Chapter 2A Entire Books, but omit the Pagination

Volume and Number of Volume (required)

General Rules for Volume and Number of Volume:

- Place volume and number information after the title of the book and any Content Type, Type of Medium, Edition statement, or Secondary Author
- Enter "Vol." and a space
- Follow the abbreviation for volume with the number of the volume
- Use arabic numbers only. For example: convert VI or Six to 6.
- End volume information with a comma and a space

Specific Rules for Volume and Number of Volume:

- Non-English names for volumes
- Numbers labeled other than volume

Examples for Volume and Number of Volume:

1. Standard volume of a book without separate authors/editors
2. Volumes of books without separate authors/editors following an edition statement
3. Volumes of books without separate authors/editors following an edition statement and secondary authors
4. Volumes of books without separate authors/editors following a content type
5. Volumes of books without separate authors/editors with numbers labeled other than volume
6. Volumes of non-English books without separate authors/editors

Title of Volume (required)

General Rules for Title of Volume:

- Enter the title of the volume as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a period

Specific Rules for Title of Volume:

- Non-English titles for volumes
- Titles containing a Greek letter, chemical formula, or another special character

Examples for Title of Volume:

1. Standard volume of a book without separate authors/editors
2. Volumes of books without separate authors/editors following an edition statement
3. Volumes of books without separate authors/editors following an edition statement and secondary authors
4. Volumes of books without separate authors/editors following a content type
5. Volumes of books without separate authors/editors with numbers labeled other than volume
6. Volumes of non-English books without separate authors/editors

Location (Pagination) of Volume (optional)

General Rules for Pagination of Volume:

- Place pagination after the date of publication
- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the number by a space and "p." Examples: 438 p. and 1025 p.

Specific Rules for Pagination of Volume:

- Roman numerals for page numbers
- Volumes continuously paginated

Examples for Pagination of Volume:

1. Standard volume of a book without separate authors/editors
7. Volumes of books without separate authors/editors continuously paginated

Examples of Citations to Volumes of Books with a Separate Title for the Volume but Without Separate Authors/Editors

1. Standard volume of a book without separate authors/editors

Tos M. Manual of middle ear surgery. Vol. 3, Surgery of the external auditory canal. Stuttgart (Germany): Georg Thieme Verlag; 1997. 305 p.

Cicchetti D, Cohen DJ, editors. Developmental psychopathology. Vol. 1, Theory and methods. New York: John Wiley & Sons, Inc.; c1995. 787 p.

2. Volumes of books without separate authors/editors following an edition statement

Krachmer JH, Mannis MJ, Holland DJ. Cornea. 2nd ed. Vol. 1, Fundamentals, diagnosis and management. Philadelphia: Elsevier Mosby; 2005. 1409 p.

Voet D, Voet JG. Biochemistry. 3rd ed. Vol. 2, The expression and transmission of genetic information. New York: J. Wiley & Sons; c2004. p. 1107-560.

3. Volumes of books without separate authors/editors following an edition statement and secondary authors

Moller TB, Reif E. Pocket atlas of sectional anatomy: computer tomography and magnetic resonance imaging. 2nd ed., rev. and enl. Telger T, translator. Vol. 2, Thorax, abdomen, and pelvis. Stuttgart (Germany): Thieme; 2001. 226 p.

4. Volumes of books without separate authors/editors following a content type

Merbach W, Muller-Uri C. Lead in the environment [bibliography]. Pt. 3, Distribution of the environmental lead. Halle (Germany): Universitäts- und Landesbibliothek Sachsen-Anhalt; 1993. 211 p. English, German, French, Spanish, Polish, Italian.

5. Volumes of books without separate authors/editors with numbers labeled other than volume

Merbach W, Muller-Uri C. Lead in the environment [bibliography]. Pt. 3, Distribution of the environmental lead. Halle (Germany): Universitäts- und Landesbibliothek Sachsen-Anhalt; 1993. 211 p. English, German, French, Spanish, Polish, Italian.

6. Volumes of non-English books without separate authors/editors

Lagunas Rodriguez Z. Manual de osteologia antropologica. 1. ed. Vol. 1, Principios de anatomia osea y dental. Mexico City: Instituto Nacional de Antropología e Historia; 2000. 216 p. Spanish.

Han'guk yagop 100-yon. 2-kwon, 21-segi yakop ui chwapyo wa pijon. Seoul (Korea): Yakop Sinmun; 2004. Korean.

with translation

Lagunas Rodriguez Z. Manual de osteologia antropologica [Manual of anthropologic osteology]. 1. ed. Vol. 1, Principios de anatomia osea y dental [Vol. 1, Principles of bone and dental anatomy]. Mexico City: Instituto Nacional de Antropología e Historia; 2000. 216 p. Spanish.

Han'guk yagop 100-yon [100-year pharmaceutical industry history]. 2-kwon, 21-segi yakop ui chwapyo wa pijon [Vol. 2, Pharmaceutical perspective and vision in the 21st century]. Seoul (Korea): Yakop Sinmun; 2004. Korean.

7. Volumes of books without separate authors/editors continuously paginated

Oppenheim JJ, Feldmann M, Durum SK, Hirano T, Vilcek J, Nicola NA, editors. Cytokine reference: a compendium of cytokines and other mediators of host defense. Vol. 2, Receptors. London: Academic Press; c2001. p. 1437-2260.

Goldstein RE, Haywood VA, editors. Esthetics in dentistry. 2nd ed. Vol. 2, Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. Hamilton (ON): BC Decker Inc; 2002. p. 471-884.

B(2). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title and Separate Authors/Editors

The general format for a reference to a volume with a separate title and separate authors/editors:

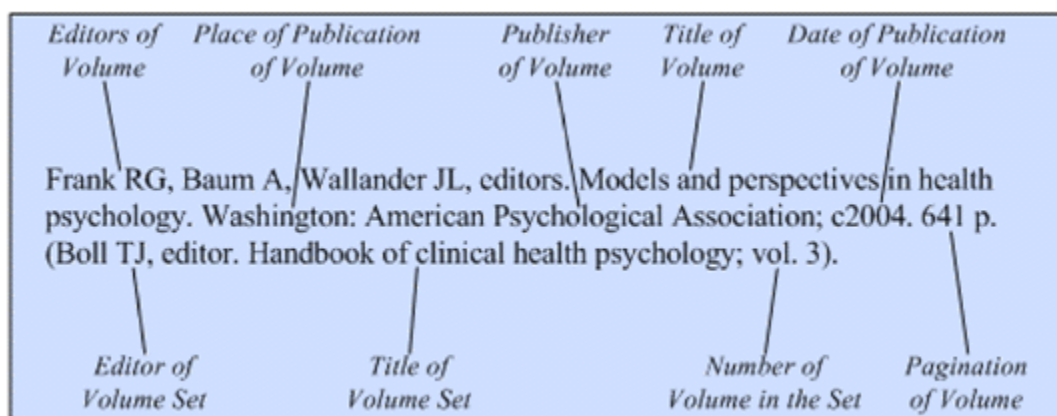


Illustration of the general format for a reference to a volume with a separate title and separate authors/editors.

Examples of Citations to Individual Volumes With a Separate Title and Separate Authors/Editors

If each volume of a book in a multivolume set has its own author(s) or its own editor(s) distinct from the authors/editors of the set of volumes, the individual volume may be cited. Begin the reference with the authors or editors and title of the individual volume; cite the overall set of volumes as a series.

For example, each volume in the following publication has its own editors, who are not the editors of the publication as a whole:

Bellack AS, Hersen M, editors. Comprehensive clinical psychology. Amsterdam (Netherlands): Elsevier Science; 1998. 11 vols.

To cite one volume only of this multivolume set:

Ollendick T, editor. Children & adolescents: clinical formulation and treatment. Amsterdam (Netherlands): Elsevier Science; 1998. 723 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 5).

Multivolume sets are bound alike with an essentially identical appearance and have one publisher. The volumes in them are considered primarily as a part of the set and often, but not always, have the same date of publication or are published over a short span of years. This is in contrast to large open series such as *Methods in Enzymology* and *Annals of the New York Academy of Sciences* which have published hundreds of volumes over decades. Such large series may be cited as journals (see Chapter 1), as NLM does in PubMed, but individual volumes may also be cited as part of the series.

Each volume in a multivolume set may have two title pages, one for the set and one for the individual volume. Use these title pages or their verso (back) for authoritative information to use in a citation. See also Chapter 2A for further details on the components of books.

Continue to Citation Rules with Examples for Individual Volumes With a Separate Title and Separate Authors/Editors.

Continue to Examples of Citations to Individual Volumes With a Separate Title and Separate Authors/Editors.

Citation Rules with Examples for Individual Volumes With a Separate Title and Separate Authors/Editors

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for the Volume (required)

General Rules for Author/Editor:

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editor
- Organizations as author/editor
- No author can be found
- Options for author names

Examples for Author/Editor:

1. Standard volume with a separate title and separate authors/editors for each volume
2. Volume with optional full first names for editors
3. Volume editor/series editor with designation of family rank
4. Volume with author(s), not editor(s)

Author Affiliation for the Volume (optional)

General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless the affiliation is for the last author, then use a period

Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Examples for Author Affiliation:

5. Volume with author/editor affiliation

Title for the Volume (required)

General Rules for Title:

- Enter the title of a volume as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title:

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Examples for Title:

6. Volume title with special characters

7. Volume not in English

8. Volume published in multiple languages

9. Volume published with equal text in two or more languages

Type of Medium for the Volume (required)

General Rules for Type of Medium:

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform
- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

Specific Rules for Type of Medium:

- Titles ending in punctuation other than a period
- Titles not in English

Edition for the Volume (required)

General Rules for Edition:

- Indicate the edition/version being cited after the title when a volume is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Specific Rules for Edition:

- Abbreviation rules for editions
- Non-English words for editions
- First editions

Examples for Edition:

10. Volume with edition

Editor and other Secondary Authors for the Volume (optional)

General Rules for Editor and other Secondary Authors:

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Type of Medium or Edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors:

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors
- Organization as editor

Examples for Editor and other Secondary Authors:

11. Volume with secondary author(s)

Place of Publication for the Volume (required)

General Rules for Place of Publication:

- Place is defined as the city where the volume was published
- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see Appendix E) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see Appendix D), when citing lesser known cities or when cities in different locations have the same name, such as Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

Specific Rules for Place of Publication:

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found

Examples for Place of Publication:

12. Volume with well-known place of publication

13. Volume with geographic qualifier added to place of publication for clarity

Publisher for the Volume (required)

General Rules for Publisher:

- A publisher is defined as the individual or organization issuing the volume
- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names if desired but with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher is given, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

Specific Rules for Publisher:

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found

Examples for Publisher:

14. Volume with government agency as publisher
15. Volume with unknown publisher

Date of Publication for the Volume (required)

General Rules for Date of Publication:

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication:

- Multiple years of publication
- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

Examples for Date of Publication:

16. Volume with date of publication
17. Volume with date of copyright instead of date of publication
18. Volume with estimated date of publication

Pagination for the Volume (optional)

General Rules for Pagination:

- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p

- For volumes published in more than one physical book, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination:

- Volume in a set continuously paginated
- Roman numerals used as page numbers
- No numbers appear on the pages of the volume

Examples for Pagination:

1. Standard volume with a separate title and separate authors/editors for each volume
19. Volume in more than one physical volume
20. Volume with standard pagination
21. Volume in a set continuously paginated

Physical Description for the Volume (optional)

General Rules for Physical Description:

- Give information on the physical characteristics if a volume is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description:

- Language for describing physical characteristics

Series for the Volume (optional)

General Rules for Series:

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period placed outside the closing parenthesis

Specific Rules for Series:

- Series editor's name provided
- Non-English names for volume
- Numbers labeled other than volume

Examples for Series:

1. Standard volume with a separate title and separate authors/editors for each volume
22. Volume in a series with multiple editors
23. Volume with optional full names for series editors

24. Volume without an editor for the series
25. Volume with series title having a subtitle
26. Volume with series title published with equal text in two or more languages
27. Volume with other name for series number than volume
28. Volume without a series number

Language for the Volume (required)

General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language:

- Volumes appearing in more than one language

Examples for Language:

7. Volume not in English
8. Volume published in multiple languages
9. Volume published with equal text in two or more languages
26. Volume with series title published with equal text in two or more languages

Notes for the Volume (optional)

General Rules for Notes:

- Notes is a collective term for further information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes:

- Volume accompanied by a videocassette, CD-ROM, DVD, etc.
- Volume with an ISBN
- Other types of material to include in notes

Examples for Notes:

29. Volume with accompaniment
30. Volume with an ISBN
31. Other types of notes

Examples of Citations to Volumes With a Separate Title and Separate Author/Editors

1. Standard volume with a separate title and separate authors/editors for each volume

Bays RA, Quinn PD, editors. *Temporomandibular disorders*. Philadelphia: W.B. Saunders Company; c2000. 426 p. (Fonseca RJ, editor. *Oral and maxillofacial surgery*; vol. 4).

Frank RG, Baum A, Wallander JL, editors. *Models and perspectives in health psychology*. Washington: American Psychological Association; c2004. 641 p. (Boll TJ, editor. *Handbook of clinical health psychology*; vol. 3).

Stephens D, editor. *Adult audiology*. Oxford (UK): Butterworth-Heinemann; c1997. 657 p. (Kerr AG, editor. *Scott-Brown's otolaryngology*; vol. 2).

2. Volume with optional full first names for editors

Gottsch, John D.; Stark, Walter J.; Goldberg, Morton F., editors. *Ophthalmic surgery*. 5th ed. London: Arnold; c1999. 506 p. (Carter, David C.; Russell, R.C.; Pitt, Henry A., editors. *Operative surgery*; vol. 6).

3. Volume editor/series editor with designation of family rank

Mishell DR Jr, editor. *Reproductive endocrinology*. Philadelphia: Appleton & Lange; c1999. (Stenshever MA, editor. *Atlas of clinical gynecology*; vol. 3).

Guyuron B, editor. *Aesthetic surgery*. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. *Plastic surgery: indications, operations, and outcomes*; vol. 5).

4. Volume with author(s), not editor(s)

Reichart PA, Philipson HP. *Oral pathology*. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (Rateitschak KH, Wolf HF, editors. *Color atlas of dental medicine*).

Pott S. *Medizin, Medizinethik und schone Literatur*. Berlin: Walter De Gruyter; 2002. 284 p. (Sakularisierung in den Wissenschaften seit der Fruhen Neuzeit; bd. 3). German.

5. Volume with author/editor affiliation

Schachat AP (Johns Hopkins University and Hospital, Baltimore, MD), editor. *Medical retina*. 4th ed. Philadelphia: Elsevier Mosby; c2006. p. 873-1889. (Ryan SJ, editor. *Retina*; vol. 2).

Poppas D (New York Hospital-Cornell Medical Center, New York, NY), Retik AB, editors. *Pediatric urology*. Philadelphia: Current Medicine, Inc.; c2003. 182 p. (Vaughan ED Jr, Perlmutter AP, editors. *Atlas of clinical urology*; vol. 4).

Reichart PA (Zentrum fur Zahnmedizin Charite, Berlin, Germany), Philipson HP (San Pedro de Alcantara, Spain). *Oral pathology*. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (Rateitschak KH, Wolf HF, editors. *Color atlas of dental medicine*).

6. Volume title with special characters

Brenner DJ, Krieg NR, Staley JT, editors. *The proteobacteria. Part C, The alpha-, beta-, delta-, and epsilonproteobacteria*. 2nd ed. New York: Springer; c2005. 1388 p. (Garrity GM, editor. *Bergey's manual of systematic bacteriology*; vol. 2, pt. C).

7. Volume not in English

Stoopen ME, Kimura K, Ros PR, editors. **Abdomen: higado, bazo, vias biliares, pancreas y peritoneo**. Philadelphia: Lippincott Williams & Wilkins; 1998. 415 p. (Taveras JM, Cardoso JM, editors. **Radiologia e imagen diagnostica y terapeutica; t. 2**). Spanish.

Kastenbauer E, editor. **Nase, Nasennebenhohlen, Gesicht, Mundhohle und Pharynx, Kopfspeicheldrusen**. Stuttgart (Germany): George Thieme Verlag; 1992. 823 p. (Naumann HH, Helms J, Herberhold C, Kastenbauer, editors. **Oto-Rhino-Laryngologie in Klinik und Praxis; bd. 2**). German.

with translation

Stoopen ME, Kimura K, Ros PR, editors. Abdomen: higado, bazo, vias biliares, pancreas y peritoneo **[Abdomen: liver, spleen, bile ducts, pancreas and peritoneum]**. Philadelphia: Lippincott Williams & Wilkins; 1998. 415 p. (Taveras JM, Cardoso JM, editors. Radiologia e imagen diagnostica y terapeutica; t. 2 **[Radiology and diagnostic and therapeutic imaging; vol. 2]**). Spanish.

8. Volume published in multiple languages

Toomingas A, editor. Yttre arbetsmiljofaktorer som halsorisker bland halso- och sjukvardspersonal. Copenhagen: Nordisk Ministerrad; 1994. 195 p. (Halsovardens arbetsmiljo i Norden; d. 2). **Swedish, Norwegian, Danish**.

with translation

Toomingas A, Pettersen RB, Lindstrom K, Bach E, editors. Yttre arbetsmiljofaktorer som halsorisker bland halso- och sjukvardspersonal **[Health risks in the work environment of health care personnel]**. Copenhagen: Nordisk Ministerrad; 1994. 195 p. (Halsovardens arbetsmiljo i Norden **[The work and health of health care personnel in the Nordic countries]**; d. 2). **Swedish, Norwegian, Danish**.

9. Volume published with equal text in two or more languages

Klunker W. **Sleep, dreams, sexuality = Sommeil, rêves, sexualité = Schlaf, Traume, Sexualität**. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthétique: symptômes psychiques et généraux de la matière médicale homéopathique = Synthetisches Repertorium: Gemüts- und Allgemeinsymptome der homöopathischen Materia medica; vol. 3). **English, French, German**.

10. Volume with edition

Kaufmann SH, Steward MW, editors. Immunology. **10th ed**. London: Hodder Arnold; c2005. 1033 p. (Topley and Wilson's microbiology & microbial infections; vol. 7).

Freedman DX, Dyrud JE, editors. Treatment. **2nd ed**. New York: Basic Books; c1975. 1009 p. (Arieti S, editor. American handbook of psychiatry; vol. 5).

Klunker W. Sleep, dreams, sexuality = Sommeil, rêves, sexualité = Schlaf, Traume, Sexualität. **3rd improved ed**. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthétique: symptômes psychiques et généraux de la matière médicale homéopathique = Synthetisches Repertorium: Gemüts- und Allgemeinsymptome der homöopathischen Materia medica; vol. 3). English, French, German.

11. Volume with secondary author(s)

Guyuron B, editor. Aesthetic surgery. **Kanasz J, illustrator**. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

Reichart PA, Philipson HP. Oral pathology. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (Rateitschak KH, Wolf HF, editors. Color atlas of dental medicine).

Klunker W. Sleep, dreams, sexuality = Sommeil, rêves, sexualité = Schlaf, Traume, Sexualität. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthétique: symptômes psychiques et généraux de la matière médicale homeopathique = Synthetisches Repertorium: Gemüts- und Allgemeinsymptome der homöopathischen Materia medica; vol. 3). English. French, German.

12. Volume with well-known place of publication

Reves JG, editor. Cardiothoracic anesthesia. Philadelphia: Churchill Livingstone; c1999. (Miller RD, editor. Atlas of anesthesia; vol.8).

Moss J, Iglewski B, Vaughan M, Tu AT, editors. Bacterial toxins and virulence factors in disease. New York: Marcel Dekker, Inc.; c1995. 627 p. (Tu AT, editor. Handbook of natural toxins; vol. 8).

Goldstein RE, Haywood VB, editors. Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. 2nd ed. London: BC Dekker, Inc.; 2002. p. 473-884. (Goldstein RE, editor. Esthetics in dentistry; vol. 2).

13. Volume with geographic qualifier added to place of publication for clarity

Borman WC, Ilgen DR, Klimoski RJ, editors. Industrial and organizational psychology. Hoboken (NJ): John Wiley & Sons, Inc.; c2003. 649 p. (Weiner IB, editor. Handbook of psychology; vol. 12).

Gross AM, Drabman RS, editors. Child clinical applications. Thousand Oaks (CA): Sage Publications; c2005. p. 653-1118. (Hersen M, editor. Encyclopedia of behavior modification and cognitive behavior therapy; vol. 2).

Sudarshan SR, editor. Diseases and their causes. Tareed (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6).

Adams DA, Cinnamond MJ, editors. Paediatric otolaryngology. Oxford (UK): Butterworth Heinemann; c1997. (Kerr AG, editor. Scott-Brown's otolaryngology; vol. 6).

14. Volume with government agency as publisher

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine).

15. Volume with unknown publisher

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3). Study conducted for Unicef in November 1990.

16. Volume with date of publication

Sudarshan SR, editor. Diseases and their causes. Tareed (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6).

Belar CD, editor. Sociocultural and individual differences. New York: Pergamon; 1998. 384 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 10).

17. Volume with date of copyright instead of date of publication

Renninger KA, Sigel IE, editors. Child psychology in practice. 6th ed. Hoboken (NJ): John Wiley & Sons, Inc.; c2006. 1073 p. (Damon W, Lerner RM, editors. Handbook of child psychology; vol. 4).

Wilcox CS, editor. Hypertension and the kidney. Philadelphia: Current Medicine, Inc.; c1999. (Schrier RW, editor. Atlas of diseases of the kidney; vol. 3).

18. Volume with estimated date of publication

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

19. Volume in more than one physical volume

Page E, Fozzard HA, Solaro RJ, editors. The cardiovascular system. Vol. 1, The heart. Oxford (UK): Oxford University Press; 2002. 822 p. (Handbook of physiology; Sect. 2).

20. Volume with standard pagination

Harrison SI, Eth S, editors. Clinical assessment and intervention planning. New York: John Wiley & Sons, Inc.; c1998. 832 p. (Noshpitz JD, editor. Handbook of child and adolescent psychiatry; vol. 5).

21. Volume in a set continuously paginated

Gross AM, Drabman RS, editors. Child clinical applications. Thousand Oaks (CA): Sage Publications; c2005. p. 653-1118. (Hersen M, editor. Encyclopedia of behavior modification and cognitive behavior therapy; vol. 2).

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

22. Volume in a series with multiple editors

Porter TM, Ross D, editors. The modern social sciences. Cambridge (UK): Cambridge University Press; c2003. 762 p. (Lindberg DC, Numbers RL, editors. Cambridge history of science; vol. 7).

Ammerman RT, editor. Child psychopathology. Hoboken (NJ): John Wiley & Sons, Inc.; c2006. 493 p. (Hersen M, Thomas JC, editors. Comprehensive handbook of personality and psychopathology; vol. 3).

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

23. Volume with optional full names for series editors

Gottsch, John D.; Stark, Walter J.; Goldberg, Morton F., editors. Ophthalmic surgery. 5th ed. London: Arnold; c1999. 506 p. (Carter, David C.; Russell, R.C.; Pitt, Henry A., editors. Operative surgery; vol. 6).

24. Volume without an editor for the series

Kaufmann SH, Steward MW, editors. Immunology. 10th ed. London: Hodder Arnold; c2005. 1033 p. (Topley and Wilson's microbiology & microbial infections; vol. 7).

Pott S. Medizin, Medizinethik und schone Literatur. Berlin: Walter De Gruyter; 2002. 284 p. (Sakularisierung in den Wissenschaften seit der Fruhen Neuzeit; bd. 3). German.

25. Volume with series title having a subtitle

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. **Plastic surgery: indications, operations, and outcomes**; vol. 5).

26. Volume with series title published with equal text in two or more languages

Klunker W. Sleep, dreams, sexuality = Sommeil, rêves, sexualité = Schlaf, Traume, Sexualität. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. **Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthétique: symptômes psychiques et généraux de la matière médicale homeopathique = Synthetisches Repertorium: Gemüts- und Allgemeinsymptome der Homöopathischen Materia Medica**; vol. 3). English. French, German.

27. Volume with other name for series number than volume

Hoffman JH, Jamieson JD, editors. Cell physiology. New York: Oxford; 1997. 960 p. (Handbook of physiology; **Sect. 14**).

Brenner DJ, Krieg NR, Staley JT, editors. The *proteobacteria*. Part C, The *alpha*-, *beta*-, *delta*-, and *epsilon*-*proteobacteria*. 2nd ed. New York: Springer; c2005. 1388 p. (Garrry GM, editor. Bergey's manual of systematic bacteriology; **vol. 2, pt. C**).

28. Volume without a series number

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (**Lounsbury DE, editor. Textbooks of military medicine**).

Reichart PA, Philipson HP. Oral pathology. Hassel T, translator; Hormann J, illustrator. Stuttgart (Germany): Thieme; 2000. 285 p. (**Rateitschak KH, Wolf HF, editors. Color atlas of dental medicine**).

29. Volume with accompaniment

Goldstein RE, Haywood VB, editors. Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. 2nd ed. London: BC Dekker, Inc.; 2002. p. 473-884. (Goldstein RE, editor. Esthetics in dentistry; vol. 2). **Accompanied by: 1 CD-ROM**.

30. Volume with an ISBN

Bays RA, Quinn PD, editors. Temporomandibular disorders. Winn WM, illustrator. Philadelphia: W.B. Saunders Company; c2000. 426 p. (Fonseca RJ, editor. Oral and maxillofacial surgery; vol. 4). **ISBN: 9780721696355**.

31. Other types of notes

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine). **Available from: US Government Printing Office, Washington, DC; D 104.35:PT.1/V.4**.

Sudarshan SR, editor. Diseases and their causes. Tareed (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6). **Located at: National Library of Medicine, Bethesda, MD; WZ 13 E56 1985**.

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3). Study conducted for UNICEF in November 1990.

C. Sample Citation and Introduction to Citing Parts of Books

The general format for a reference to a part of a book, including pagination:

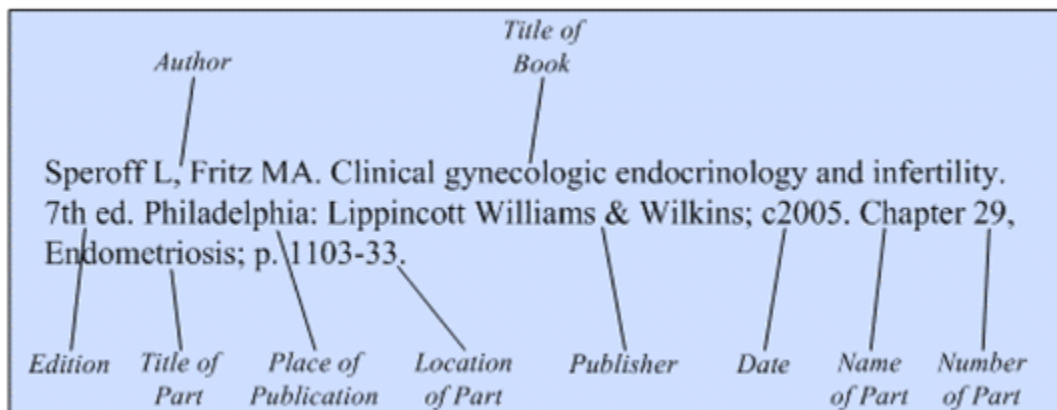


Illustration of the general format for a reference to a part of a book.

Examples of Citations to Parts of Books

Rather than citing a book as a whole, separately identified portions of a book may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of books when they are written or compiled by the authors of the book. They are contributions when the book has an overall editor or editors and the individual chapters or other components in the book are written by various authors, usually called contributors.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a book with the book itself, then follow it with information about the part.
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself. See Chapter 2D Contributions to Books for details.
- For instructions on citing one volume of a book published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors).

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Books.

Continue to Examples of Citations to Parts of Books.

Citation Rules with Examples for Parts of Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Book (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R) | Language (R)

Book (required)

- Cite the book according to Chapter 2A Entire Books but omit the Pagination

Name and Number/Letter of the Part of a Book (required)

General Rules for Name and Number/Letter:

- Enter the name of the part as it appears in the book
- Capitalize the name, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter:

- Non-English names for parts
- No letter or number follows the name
- No name appears

Examples for Name and Number/Letter:

1. Standard chapter in a book
2. Chapter in a book with optional full first names of authors
3. Standard figure in a book with number
4. Figure in a book with a letter
5. Figure in a book without a number or letter
6. Figure in a book without a number with name implied
8. Standard table in a book with a number
9. Table in a book with a letter
10. Table in a book without a number or letter
11. Table in a book without a number or letter with name implied
12. Standard appendix in a book with a number
13. Appendix in a book with a letter
14. Appendix in a book without a number or letter
15. Appendix in a book with name implied
17. Other named parts in a book with numbers

18. Other named parts in a book with letters
19. Other parts in a book with numbers with name implied
20. Other parts in a book without numbers or letters with name implied
21. Unnamed parts in a book without numbers or letters
22. Dictionary entry, unsigned
23. Encyclopedia article, unsigned
27. Parts of non-English books

Title of the Part of a Book (required)

General Rules for Title:

- Enter the title of the part as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation when possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title:

- Titles for parts not in English
- Titles for parts in more than one language
- Titles for parts containing a Greek letter, chemical formula, or another special character
- No title appears

Examples for Title:

1. Standard chapter in a book
3. Standard figure in a book with number
7. Figure in a book with a constructed title
8. Standard table in a book with a number
12. Standard appendix in a book with a number
16. Appendix in a book with a constructed title
21. Unnamed parts in a book without numbers or letters
22. Dictionary entry, unsigned
23. Encyclopedia article, unsigned
24. Part in a book with Greek letters or other special symbols in the title
25. Part in a book with superscripts or subscripts in the title
27. Parts of non-English books

Location (Pagination) of the Part of a Book (required)

General Rules for Location (Pagination):

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End location information with a period

Specific Rules for Location (Pagination):

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the part

Examples for Location (Pagination):

1. Standard chapter in a book
3. Standard figure in a book with number
8. Standard table in a book with a number
12. Standard appendix in a book with a number
26. Part in a book with unusual pagination or no pagination

Language of the Part of a Book (required)

General Rules for Language:

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language:

- Titles for parts in more than one language

Examples for Language:

27. Parts of non-English books

Examples of Citations to Parts of Books

1. Standard chapter in a book

Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Chapter 24, Regression and correlation methods; p. 447-86.

Reed JG, Baxter PM. Library use: handbook for psychology. 3rd ed. Washington: American Psychological Association; c2003. Chapter 2, Selecting and defining the topic; p. 11-25.

2. Chapter in a book with optional full first names of authors

Speroff, Leon; Fritz, Marc A. Clinical gynecologic endocrinology and infertility. 7th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Chapter 29, Endometriosis; p. 1103-33.

3. Standard figure in a book with number

Lashley FR. Clinical genetics in nursing practice. 3rd ed. New York: Springer Publishing Company; c2005. Figure 2.5, Meiosis with two autosomal chromosome pairs; p. 27-8.

Thibodeau GA, Patton KT. Anatomy & physiology. 5th ed. St. Louis (MO): Mosby; c2003. Figure 6-13, Onycholysis; p. 179.

Munro BH. Statistical methods for health care research. 5th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Exercise figure 14-1, Factor analysis of IPA items; p. 347.

Lancaster FW, Joncich MJ. The measure and evaluation of library services. Washington: Information Resources Press; c1977. Figure 9, Questionnaire used in U.K. catalog use study; p. 47-50.

4. Figure in a book with a letter

Nielsen-Bohlman L, Panzer AM, Kindig DA, editors. Health literacy: a prescription to end confusion. Washington: National Academies Press; c2004. Figure B-2, Improving chronic disease care: a framework based on health literacy and related research; p. 271.

Wood AF, Smith MJ. Online communication: linking technology, identity, and culture. Mahwah (NJ): Lawrence Erlbaum Associates; c2001. Figure A.1, Linear versus hypertext; p. 204.

5. Figure in a book without a number or letter

Eroschenko VP. Di Fiore's atlas of histology with functional correlations. 10th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Overview figure, Comparison (transverse sections) of a muscular artery, large vein, and the three types of capillaries; p. 152.

6. Figure in a book without a number with name implied

American health: demographics and spending of health care consumers. Ithaca (NY): New Strategist Publications, Inc.; c2005. [Figure], Percent distribution of visits to emergency rooms by urgency of problem, 2002; p. 383.

7. Figure in a book with a constructed title

Grundy F, Grundy PF. Community health and social services: an introduction for medical undergraduates, health visitors, social workers and midwives. London: H.K. Lewis & Co. Ltd.; 1974. Figure 4, [Map of County Councils and District Councils in Wales]; p. 24.

8. Standard table in a book with a number

Larone DH. Medically important fungi: a guide to identification. 4th ed. Washington: ASM Press; c2002. **Table 15, Characteristics of some of the "black yeasts"; p. 200.**

American health: demographics and spending of health care consumers. Ithaca (NY): New Strategist Publications, Inc.; c2005. **Table 11.19, Percent distribution of hospital discharges by diagnosis and age, 2002; p. 395-6.**

Burant CF. Medical management of type 2 diabetes. 5th ed. Alexandria (VA): American Diabetes Association; c2004. **Table 3.12, Sample regimens for achieving glycemic control; p. 68.**

Moore KL, Persaud TV. The developing human: clinically oriented embryology. 7th ed. Philadelphia: Saunders; c2003. **Table 6-1, Criteria for estimating fertilization age during the fetal period; p.103.**

9. Table in a book with a letter

Nielsen-Bohlman L, Panzer AM, Kindig DA, editors. Health literacy: a prescription to end confusion. Washington: National Academies Press; c2004. **Table B-7, Percentage of adult population groups with literacy skills at NALS levels 1 or 2; p. 294.**

10. Table in a book without a number or letter

Pennington JA, Douglas JS. Bowes & Church's food values of portions commonly used. 18th ed. Baltimore (MD): Lippincott Williams & Wilkins; c2005. **Supplementary tables: Fatty acids; p. 331-7.**

11. Table in a book without a number or letter with name implied

Lide DR, editor. CRC handbook of chemistry and physics: a ready-reference book of chemical and physical data. 86th ed. Boca Raton (FL): Taylor & Francis; 2005. **[Table], Vapor pressure of fluids at temperatures below 300 K; p. 6-84-6-91.**

Mosley AD, Romaine DS. The encyclopedia of Parkinson's disease. New York: Facts on File; c2004. **[Table], Hoehn and Yahr stage scale for Parkinson's disease; p. 158.**

12. Standard appendix in a book with a number

Finberg L, Kravath RE, Hellerstein S, Saenger P. Water and electrolytes in pediatrics: physiology, pathology, and treatment. 2nd ed. Philadelphia: W.B. Saunders Company; c1993. **Appendix 2, Time line; p. 267-70.**

13. Appendix in a book with a letter

Zuber TJ, Mayeaux EJ. Atlas of primary care procedures. Jackelow WB, Gast P, Duprey LP, illustrators. Philadelphia: Lippincott Williams & Wilkins; c2004. **Appendix H, Skin preparation recommendations; p. 596.**

14. Appendix in a book without a number or letter

Moore KL, Persaud TV. The developing human: clinically oriented embryology. 7th ed. Philadelphia: Saunders; c2003. **Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.**

Reed JG, Baxter PM. Library use: handbook for psychology. 3rd ed. Washington: American Psychological Association; c2003. **Appendix, Brief guide to literature searching; p. 145-7.**

15. Appendix in a book with name implied

University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. [Appendix], Adverse drug event and product quality problem report form; [following p. 510.].

Blumenthal M, Hall T, Goldberg A, Kunz T, Dinda D, editors. The ABC clinical guide to herbs. Austin (TX): American Botanical Council; 2003. [Appendix], Post test; p. 425-30.

16. Appendix in a book with a constructed title

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]; Appendix page 1-10.

17. Other named parts in a book with numbers

Ettinger SJ, Feldman EC. Textbook of veterinary medicine: diseases of the dog and cat. 6th ed. St. Louis (MO): Elsevier Saunders; c2005. Section 7, Dietary considerations of systemic problems; p. 553-98.

Berman A, Snyder S, Kozier B, Erb G. Kozier and Erb's techniques in clinical nursing. 5th ed. Upper Saddle River (NJ): Prentice Hall; c2002. Unit 3, Mobility and safety; p. 173-257.

Thibodeau GA, Patton KT. Anatomy & physiology. 5th ed. St. Louis (MO): Mosby; c2003. Box 10-1, Sports and fitness: assessing muscle strength; p. 283.

Timby BK. Fundamental skills and concepts in patient care. 8th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Skill 16-4, Giving oral care to unconscious patients; p. 332-4.

18. Other named parts in a book with letters

Katz DL. Nutrition in clinical practice: a comprehensive, evidence-based manual for the practitioner. Philadelphia: Lippincott Williams & Wilkins; c2001. Part B, Dietary management in clinical practice: diet and exercise; p. 35-194.

19. Other parts in a book with numbers with name implied

Chapman CB. Dartmouth medical school: the first 100 years. Hanover (NH): University Press of New England; 1973. [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

Gillmer M, Gordon D, Sever P, Steer P. 100 cases for students of medicine: medicine, surgery, obstetrics and gynaecology. Edinburgh (Scotland): Churchill Livingstone; 1979. [Case] 26, [Two patients were admitted complaining of difficulty in swallowing]; p. 71-2.

20. Other parts in a book without numbers or letters with name implied

American Medical Association. American Medical Association family medical guide. 4th ed., completely rev. and updated. Hoboken (NJ): John Wiley & Sons; c2004. [Chart], Impaired memory: difficulty remembering specific facts, events, or periods of time; p. 236.

21. Unnamed parts in a book without numbers or letters

Riffenburgh RH. Statistics in medicine. 2nd ed. Amsterdam (Netherlands): Elsevier Academic Press; c2006. Data and calculations required for a life table; p. 146.

Larone DH. Medically important fungi: a guide to identification. 4th ed. Washington: ASM Press; c2002. **Malassezia furfur**; p. 136.

Pagana KD, Pagana TJ. Mosby's manual of diagnostic and laboratory tests. 2nd ed. St. Louis (MO): Mosby; c2002. **Sialography**; p. 1029-30.

22. Dictionary entry, unsigned

Dorland's illustrated medical dictionary. 30th ed. Philadelphia: Saunders; c2003. **Encephalomalacia**; p. 609.

23. Encyclopedia article, unsigned

Turkington C, Tzeel A. The encyclopedia of children's health and wellness. New York: Facts on File, Inc.; c2004. **Papilloma virus, human (HPV)**; p. 381-3.

24. Part in a book with Greek letters or other special symbols in the title

The Merck index: an encyclopedia of chemicals, drugs, and biologicals. 13th ed. Whitehouse Station (NJ): Merck & Co., Inc.; 2001. **α -Bisabolol**; p. 212.

or

The Merck index: an encyclopedia of chemicals, drugs, and biologicals. 13th ed. Whitehouse Station (NJ): Merck & Co., Inc.; 2001. **alpha-Bisabolol**; p. 212.

25. Part in a book with superscripts or subscripts in the title

Kahl G. The dictionary of gene technology: genomics, transcriptomics, proteomics. 3rd ed. Weinheim (Germany): Wiley-VCH Verlag GmbH & Co. KGaA; c2004. **Melting temperature (T_m , t_m , $t_{1/2m}$; melting point)**; p. 639-40.

or

Kahl G. The dictionary of gene technology: genomics, transcriptomics, proteomics. 3rd ed. Weinheim (Germany): Wiley-VCH Verlag GmbH & Co. KGaA; c2004. **Melting temperature ($T(m)$, $t(m)$, $t(1/2m)$; melting point)**; p. 639.

26. Part in a book with unusual pagination or no pagination

Owens RE. Language disorders: a functional approach to assessment and intervention. 4th ed. Boston: Pearson; c2004. **Appendix D, Language tests for children with LEP and different dialects**; p. A15-25.

Shingleton HM, Orr JW Jr. Cancer of the cervix. Philadelphia: J.B. Lippincott Company; c1995. **Color figure 7-7, Excised uterus with wide vaginal cuff and parauterine tissues**; [preceding p. 1].

University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. **[Appendix], Adverse drug event and product quality problem report form**; [following p. 510].

Tappan FM, Benjamin PJ. Tappan's handbook of healing massage techniques: classic, holistic, and emerging methods. 4th ed. Upper Saddle River (NJ): Pearson/Prentice Hall; c2005. **[Figure], Energy channels of traditional Asian medicine**; [inside back cover and facing page].

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. **Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]**; Appendix page 1-10.

27. Parts of non-English books

Tischendorf FW. Blickdiagnostik: Compactatlas der klinischen Inspektion und Differenzialdiagnostik. 3., vollstandig uberarbeitete und erweiterte Auflage. Stuttgart (Germany): Schattauer; c2005. **Abbildung 15, β -Thalassaemia minor**; p. 9. German.

Fleta Zaragozano J. Enfermedades importadas en pediatria. Zaragoza (Spain): Prensas Universitarias de Zaragoza; 2001. **Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos**; p. 109. Spanish.

Bercherie P. Lacan. Paris: L'Harmattan; 2004. **Chapitre 4, Le virage de la jouissance**; p. 91-102. French.

Corea Fonseca E. Historia de la medicina en Nicaragua. Managua (Nicaragua): [publisher unknown]; 2000 Dec. **Anexo, Creacion de las especialidades medicas**; p. 275-81. Spanish.

Basdekis JC. L'alimentation des personnes agees: et la prevention de la denutrition. Paris: ESTEM; c2004. **Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel**; p. 33. French.

with translation

Basdekis JC. L'alimentation des personnes agees: et la prevention de la denutrition [Nutrition in older people: and the prevention of malnutrition]. Paris: ESTEM; c2004. **Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel** [Table 5, Principal biological markers of nutritional state]; p. 33. French.

D. Sample Citation and Introduction to Citing Contributions to Books

The general format for a reference to a contribution to a book, including punctuation:

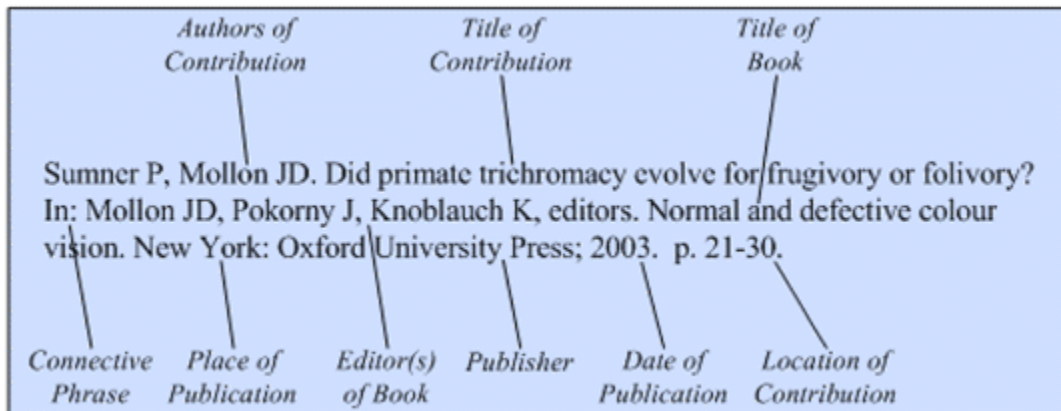


Illustration of the general format for a reference to a contribution to a book.

Examples of Citations to Contributions to Books

Contributions are found when a book has an overall editor or editors and the individual chapters or other components of the book are written by various authors, usually called contributors. One or all of the editors may also be contributing authors. Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and information about the entire book.

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as contributions using the instructions presented here. Consult the original publication and cite the chart or other item from there.

Continue to Citation Rules with Examples for Contributions to Books.

Continue to Examples of Citations to Contributions to Books.

Citation Rules with Examples for Contributions to Books

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author/Editor (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Book Information (R) | Location (Page/Chapter) (R) | Part (R)

Author/Editor of a Contribution to a Book (required)

General Rules for Author/Editor:

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors
- End author/editor information with a period

Specific Rules for Author/Editor:

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean)
- Non-English words for editions
- Organizations as author
- Options for author names

Examples for Author/Editor:

1. Standard reference to a contributed chapter
2. Contributed chapter with optional full first names for authors and editors
3. Contributed chapter authors with a family designation following their names
4. Contributed chapter author names with a particle, prefix, or preposition
5. Contributed chapter authors with compound last names
6. Contributed section with editor(s)
7. Signed encyclopedia article

Author Affiliation for a Contribution to a Book (optional)

General Rules for Author Affiliation:

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation:

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Examples for Author Affiliation:

8. Contributed chapter with author address included

Title of a Contribution to a Book (required)

General Rules for Title:

- Enter the title of the chapter or other contribution as it appears in the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle unless some other form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title:

- Titles not in English
- Titles in more than one language
- Titles containing a Greek letter, chemical formula, or another special character

Examples for Title:

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character
10. Contributed chapter with a non-English title

Connective Phrase for a Contribution to a Book (required)

General Rules for Connective Phrase:

- Place a space and the word "In" after the title of the contribution

- Follow "In" with a colon and a space

Examples for Connective Phrase:

1. Standard reference to a contributed chapter

Book Information (required)

General Rules for Book Information

- Cite the book in which the contribution appears according to Chapter 2A Entire Books but omit the Pagination

Examples for Book Information:

12. Contributed chapter in a book with translators or illustrators
13. Contributed chapter in a book with an edition statement
14. Contributed chapter in a book with subordinate division to the publisher
15. Contributed chapter in a book that is part of a series
16. Contributed chapter in one volume of a multivolume book

Location (Pagination) for a Contribution to a Book (required)

General Rules for Location (Pagination):

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the contribution appears. Examples: p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination):

- Roman numerals for page numbers
- No page numbers appear on the pages of the contribution
- Optional chapter number

Examples for Location (Pagination):

1. Standard reference to a contributed chapter
11. Contributed chapter with an optional chapter number instead of pagination

Part of a Contribution to a Book (required)

General Rules for a Part of a Contribution:

- Cite a part of a contribution, such as a table or figure, according to Chapter 2A Entire Books

Examples for a Part of a Contribution:

17. Part of a contributed chapter
18. Part of a contributed chapter in one volume of a multivolume book

Examples of Citations to Contributions to Books

1. Standard reference to a contributed chapter

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. Hamilton (ON): BC Decker Inc; 2003. p. 221-8.

Rojko JL, Hardy WD Jr. Feline leukemia virus and other retroviruses. In: Sherding RG, editor. The cat: diseases and clinical management. New York: Churchill Livingstone; 1989. p. 229-332.

2. Contributed chapter with optional full first names for authors and editors

Erin, Jane N.; Fazzi, Diane L.; Gordon, Robert L.; Isenberg, Sherwin J.; Paysse, Evelyn A. Vision focus: understanding the medical and functional implications of vision loss. In: Pogrund, Rona L.; Fazzi, Diane L., editors. Early focus: working with young children who are blind or visually impaired and their families. 2nd ed. New York: AFB Press; c2002. p. 52-106.

3. Contributed chapter authors with a family designation following their names

Buckenmaier CC 3rd. Austere environment anesthesia. In: Steele SM, Nielsen KC, Klein SM, editors. Ambulatory anesthesia and perioperative analgesia. New York: McGraw-Hill, Medical Publications Division; c2005. p. 357-70.

Otado JA, Akukwe C, Collins JW Jr. Disparate African American and white infant mortality rates in the United States. In: Livingston IL, editor. Praeger handbook of Black American health: policies and issues behind disparities in health. 2nd ed. Westport (CT): Praeger; 2004. p. 355-68.

4. Contributed chapter author names with a particle, prefix, or preposition

de Mattiello ML, Maneiro M, Buglione S. Sensitivity to movement of configurations of achromatic and chromatic points in amblyopic patients. In: Mellon JD, Pokorny J, Knoblauch K, editors. Normal and defective colour vision. New York: Oxford University Press; 2003. p. 154-9.

O'Connell MA, Jewell DM. Human resources management in group practice. In: Wolper LF, editor. Physician practice management: essential operational and financial knowledge. Sudbury (MA): Jones Bartlett Publishers; c2005. p. 139-70.

von Campenhausen C, Schramme J. Some properties of the physiological colour system. In: Mellon JD, Pokorny J, Knoblauch K, editors. Normal and defective colour vision. New York: Oxford University Press; 2003. p. 288-98.

Von Hoff DD, Hanauske AR. Preclinical and early clinical development of new anticancer agents. In: Kufe DW, Bast RC Jr, Hait WN, Hong WK, Pollock RE, Weichselbaum RR, Holland JF, Frei E 3rd, editors. Holland-Frei cancer medicine 7. 7th ed. Hamilton (ON): BC Decker Inc; 2006. p. 600-16.

Al-Ibrahim MS, Gross JY. Tobacco use. In: Walker HK, Hall WD, Hurst JW, editors. Clinical methods: the history, physical, and laboratory examinations. Stoneham (MA): Butterworth Publishers; c1990. p. 214-6.

Le Rohellec J, Brettel H, Vienot F. Contribution of achromatic and chromatic contrast signals to Fechner-Benham subjective colours. In: Mellon JD, Pokorny J, Knoblauch K, editors. Normal and defective colour vision. New York: Oxford University Press; 2003. p. 145-53.

5. Contributed chapter authors with compound last names

Hill-Tout J. Four nations delivering a National Health Service. In: Rawlins M, Littlejohns P, editors. Delivering quality in the NHS, 2004. Oxford (United Kingdom): Radcliffe Medical Press; c2004. p. 58-60.

Caldas de Castro M, Yamagata Y, Mtasiwa D, Tanner M, Utzinger J, Keiser J, Singer BH. Integrated urban malaria control: a case study in Dar Es Salaam, Tanzania. In: Breman JG, Alilio MS, Mills A, editors. The intolerable burden of malaria: II. What's new, what's needed. Cleveland (OH): The American Society of Tropical Medicine and Hygiene; c2004. p. 103-17.

6. Contributed section with editor(s)

Johnson D, Ellis H, Collins P, editors. Pectoral girdle and upper limb. In: Standring S, editor. Gray's anatomy: the anatomical basis of clinical practice. 29th ed. Edinburgh (Scotland): Elsevier Churchill Livingstone; 2005. p. 799-942.

7. Signed encyclopedia article

Robinson A, Fridovich-Keil JL, Fridovich I. The principles of genetics and heredity. In: The new encyclopaedia Britannica. 15th ed. Vol. 19. Chicago: Encyclopaedia Britannica, Inc.; c2002. p. 699-740.

Hazeltine WA. AIDS. In: The encyclopedia Americana. International ed. Vol. 1. Danbury (CT): Grolier Incorporated; 1990. p. 365-6.

8. Contributed chapter with author address included

for all authors

Maisto SA (Syracuse University, Syracuse, NY), McKay JR (University of Pennsylvania, Philadelphia, PA), Tiffany ST (Purdue University, West Lafayette, IN). Diagnosis. In: Allen JP, Wilson VB, editors. Assessing alcohol problems: a guide for clinicians and researchers. 2nd ed. Bethesda (MD): National Institute on Alcohol Abuse and Alcoholism (US); 2003. p. 55-73.

for only the first author

Cohen AH (Department of Pathology, Cedars-Sinai Medical Center, Los Angeles, CA), Nast CC. Renal injury caused by human immunodeficiency virus infection. In: Jennette JC, Olson JL, Schwartz MM, Silva FG, editors. Hepinstall's pathology of the kidney. 5th ed. Philadelphia: Lippincott-Raven; c1998. p. 785-810.

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character

Brooks M. von Willebrand disease. In: Feldman BF, Zinkl JG, Jain NC, editors. Schalm's veterinary hematology. 5th ed. Philadelphia: Lippincott Williams & Wilkins; c2000. p. 509-15.

Bush K. Other β -lactam antibiotics. In: Finch RG, Greenwood D, Norrby SR, Whitley RJ, editors. Antibiotic and chemotherapy: anti-infective agents and their use in therapy. 8th ed. New York: Churchill Livingstone; 2003. p. 259-78.

or

Bush K. Other beta-lactam antibiotics. In: Finch RG, Greenwood D, Norrby SR, Whitley RJ, editors. Antibiotic and chemotherapy: anti-infective agents and their use in therapy. 8th ed. New York: Churchill Livingstone; 2003. p. 259-78.

10. Contributed chapter with a non-English title

Menu Y. Imagerie des cancers du pancreas exocrine. In: Lledo G, editor. Le cancer du pancreas exocrine. Montrouge (France): Editions John Libbey Eurotext; c2004. p. 27-44. French.

Luis DA, Izaola O. **Modificacion de la dieta durante las diferentes etapas de la vida**. In: Aller de la Fuente R, Izaola Jauregui O, Gonzalez Martin J, de Luis Roman DA, de Luis Roman J, editors. *Dietetica aplicada a la practica clinica*. Valladolid (Spain): Universidad de Valladolid, Secretariado de Publicaciones e Intercambio Editorial; c2002. p. 35-51. **Spanish**.

with translation

Menu Y. Imagerie des cancers du pancreas exocrine [**Images of cancer of the exocrine pancreas**]. In: Lledo G, editor. *Le cancer du pancreas exocrine* [**Cancer of the exocrine pancreas**]. Montrouge (France): Editions John Libbey Eurotext; c2004. p. 27-44. **French**.

11. Contributed chapter with an optional chapter number instead of pagination

Simon D, Boring JR 3rd. Sensitivity, specificity, and predictive value. In: Walker HK, Hall WD, Hurst JW, editors. *Clinical methods: the history, physical, and laboratory examinations*. Stoneham (MA): Butterworth Publishers; c1990. **Chapter 6**.

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. *Cancer medicine* 6. 6th ed. Hamilton (ON): BC Decker Inc; 2003. **Chapter 14**.

12. Contributed chapter in a book with translators or illustrators

Jackman DS, Willoughby JH. Odontogenic infections: anatomy and surgical management. In: Dym H, Ogle OE, editors. *Atlas of minor oral surgery*. **Wettan HL, illustrator**. Philadelphia: W.B. Saunders Company; c2001. p. 137-49.

Newton CW, Brown CE Jr. Geriatric endodontics. In: Cohen S, Burns RC, editors. *Pathways of the pulp*. 7th ed. **Burns RC, illustrator**. St. Louis: Mosby; 1998. p. 759-90.

Kiesewetter H, Jung F. Rheological therapy in peripheral arterial occlusion. In: Lawin P, Zander J, Weidler B, editors. *Hydroxyethyl starch: a current overview*. **Ladak A, translator**. Stuttgart (Germany): Georg Thieme Verlag; 1992. p. 121-8. Translation of: *Hydroxyethylstarke: eine aktuelle Übersicht*.

13. Contributed chapter in a book with an edition statement

Pier GB, Ramphal R. *Pseudomas aeruginosa*. In: Mandell GL, Bennett JE, Dolin R, editors. *Mandell, Douglas, and Bennett's principles and practice of infectious diseases*. **6th ed**. Philadelphia: Elsevier Churchill Livingstone; c2005. p. 2587-615.

Sobell LC, Sobell MB. Alcohol consumption measures. In: Allen JP, Wilson VB, editors. *Assessing alcohol problems: a guide for clinicians and researchers*. **2nd ed**. Bethesda (MD): National Institute on Alcohol Abuse and Alcoholism (US); 2003. p. 75-99.

Rogers ZR, Aquino VM, Buchanan GR. Hematologic supportive care and hematopoietic cytokines. In: Pizzo PA, Poplack DG, editors. *Principles and practice of pediatric oncology*. **4th ed**. Philadelphia: Lippincott Williams & Wilkins; 2002. p. 1205-38.

14. Contributed chapter in a book with subordinate division to the publisher

Scott DL. Ambulatory anesthesia for cosmetic surgery. In: Steele SM, Nielsen KC, Klein SM, editors. *Ambulatory anesthesia and perioperative analgesia*. New York: **McGraw-Hill, Medical Publications Division**; c2005. p. 311-20.

15. Contributed chapter in a book that is part of a series

Sobell LC, Sobell MB. Alcohol consumption measures. In: Allen JP, Wilson VB, editors. Assessing alcohol problems: a guide for clinicians and researchers. 2nd ed. Bethesda (MD): National Institute on Alcohol Abuse and Alcoholism (US); 2003. p. 75-99. (NIH publication; no. 03-3745).

16. Contributed chapter in one volume of a multivolume book

Murphy PM. Chemokine receptors: overview. In: Oppenheim JJ, Feldmann M, Durum SK, Hirano T, Vilcek J, Nicola NA, editors. Cytokine reference: a compendium of cytokines and other mediators of host defense. Vol. 2, Receptors. London: Academic Press; c2001. p. 1971-80.

Robinson A, Fridovich-Keil JL, Fridovich I. The principles of genetics and heredity. In: The new encyclopaedia Britannica. 15th ed. Vol. 19. Chicago: Encyclopaedia Britannica, Inc.; c2002. p. 699-740.

Rygaard J, Povlsen CO. Athymic (nude) mice. In: Foster HL, Small JD, Fox JG, editors. The mouse in biomedical research. Vol. 4, Experimental biology and oncology. New York: Academic Press; 1982. p. 51-67.

17. Part of a contributed chapter

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. Hamilton (ON): BC Decker Inc; 2003. Figure 14-4, Accumulation of V β 23-restricted CD3+ T lymphocytes in tumor-infiltrating lymphocytes (TIL) and autologous peripheral blood lymphocytes (PBL) in a patient with head and neck cancer; p. 223.

18. Part of a contributed chapter in one volume of a multivolume book

Misulis KE. Hemiplegia and monoplegia. In: Bradley WG, Daroff RB, Fenichel GM, Jankovic J, editors. Neurology in clinical practice. 4th ed. Vol. 1, Principles of diagnosis and management. Philadelphia: Butterworth-Heinemann; c2004. Table 26.2, Brainstem lesions; p. 341.

Box 1: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

James O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James *becomes* St James CA

Return to 2. Books / A. Entire Books / Author/Editor

Box 2: Other surname rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 2. Books / A. Entire Books / Author/Editor

Box 3: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

[Return to 2. Books / A. Entire Books / Author/Editor](#)

Box 4: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

[Return to 2. Books / A. Entire Books / Author/Editor](#)

Box 5: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Return to 2. Books / A. Entire Books / Author/Editor

Box 6: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 2. Books / A. Entire Books / Author/Editor

Box 7: Non-English words for editor:

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

[Return to 2. Books / A. Entire Books / Author/Editor](#)

Box 8: Organizations as author/editor:

An organization such as a university, society, association, corporation, or government body may serve as an author or editor.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

[Return to 2. Books / A. Entire Books / Author/Editor](#)

Box 9: No author can be found:

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.

Handbook of geriatric drug therapy. Springhouse (PA): Springhouse; c2000. 1000 p.

[Return to 2. Books / A. Entire Books / Author/Editor](#)

Box 10: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, and others.

[Return to 2. Books / A. Entire Books / Author/Editor](#)

Box 11: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Return to 2. Books / A. Entire Books / Author Affiliation

Box 12: E-mail address included:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Return to 2. Books / A. Entire Books / Author Affiliation

Box 13: Organizational names for affiliations not in English:

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucurest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries when possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Return to 2. Books / A. Entire Books / Author Affiliation

Box 14: Names for cities and countries not in English:

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

[Return to 2. Books / A. Entire Books / Author Affiliation](#)

Box 15: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits. The Hague: Health Council of the Netherlands; 2002.

Ruggeri ZM, editor. von Willebrand factor and the mechanisms of platelet function. New York: Springer; c1998. 257 p.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Huang YS, Ziboh VA, editors. γ -linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

may become

Huang YS, Ziboh VA, editors. Gamma-linolenic acid: recent advances in biotechnology and clinical applications. Champaign (IL): AOCS Press; 2001. 259 p.

Juaristi E, Soloshonok VA. Enantioselective synthesis of β -amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.

may become

Juaristi E, Soloshonok VA. Enantioselective synthesis of beta-amino acids. 2nd ed. Hoboken (NJ): Wiley; c2005. 634 p.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

Schmidt KH, Manheim J. TiO₂ nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.

may become

Schmidt KH, Manheim J. TiO(2) nanoparticles. Weinheim (Germany): VCH Verlag GmbH & Co.; 2005. 278 p.

[Return to 2. Books / A. Entire Books / Title](#)

Box 16: Titles not in English:

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Ochoa S. Base molecular de la expresion del mensaje genetico. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki. Perm (Russia): Permskaia Gosudarstvennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Katsunori K. Anrakushi to keiho. Tokyo: Seibundo; 2003. 198 p. Japanese.

or

Katsunori K. [Euthanasia and criminal law]. Tokyo: Seibundo; 2003. 198 p. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Philbert-Hasucha S. Pflegekompendium: Wirkstoffe, Materialien, Techniken. Heidelberg: Springer Medizin; c2006. 402 p. German.

- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

Philbert-Hasucha S. Pflegekompendium: Wirkstoffe, Materialien, Techniken [Care compendium: principles, materials, techniques]. Heidelberg: Springer Medizin; c2006. 402 p. German.

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies]. Perm (Russia): Permskaia Gosudarstvennaia Meditsinskaia Akademiia; 2003. 286 p. Russian.

Katsunori K. Anrakushi to keiho [Euthanasia and criminal law]. Tokyo: Seibundo; 2003. 198 p. Japanese.

[Return to 2. Books / A. Entire Books / Title](#)

Box 17: Titles in more than one language:

- If a book title is written in several languages:
 - Give the title in the first language found on the title page
 - List all languages of publication after the pagination (or Physical Description, if provided)
 - Separate the languages by commas
 - End the list of languages with a period

Example:

Puig-Samper MA, Ruiz R, Galera Andres, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

- If a book is published with equal text in two or more languages, as often occurs in Canadian publications:
 - Give all titles in the order they are given on the title page
 - Place an equals sign with a space on either side between each title
 - List all languages, separated by commas, after the pagination (or Physical Description, if provided)
 - End the list of languages with a period

Example:

Institut de Recherches Internationales Servier. Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences. Paris: Elsevier; c2002. 271 p. French, English.

[Return to 2. Books / A. Entire Books / Title](#)

Box 18: Titles ending in punctuation other than a period:

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets after the original language or romanized title. End with the period outside the closing bracket.

Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

- If a translated title ends in another form of punctuation, keep that punctuation. Place it in the square brackets and end title information with a period.

Lasanta PJ. La eutanasia: es buena muerte? [Euthanasia: is it a good death?]. Logrono (Spain): Editorial Horizonte; 2006. 208 p. Spanish.

[Return to 2. Books / A. Entire Books / Title](#)

Box 19: No title can be found:

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Return to 2. Books / A. Entire Books / Title

Box 20: Titles ending in punctuation other than a period:

- Most book titles end in a period. Place [dissertation], [master's thesis], or [bibliography] inside the period.

Kennaway JG. Musical pathology in the nineteenth century: Richard Wagner and degeneration [dissertation]. Los Angeles: University of California, Los Angeles; 2004. 317 p.

- If a title ends in another form of punctuation, keep that punctuation and follow [dissertation], [master's thesis], or [bibliography] with a period

Stewart EP. Who shall decide when doctors disagree? [dissertation]. [Washington]: American University; 2003. 368 p.

Return to 2. Books / A. Entire Books / Content Type

Box 21: Titles not in English:

- If a translation of a title is provided, place it in square brackets following the original language or romanized title

Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

- If a book is a dissertation, master's thesis, or bibliography, place [dissertation], [master's thesis], or [bibliography] after the square brackets for the translation

Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

Return to 2. Books / A. Entire Books / Content Type

Box 22: Both a content type and a type of medium:

- If a dissertation, master's thesis, or bibliography is in a microform, give the specific type of microform after the content type preceded by "on".

Brill S. Hygieia: health and medicine in Plato's Republic [dissertation on microfilm]. [College Park (PA)]: The Pennsylvania State University; 2004. 311 p.

Johnston PG. A survey of nursing school libraries in the city of Philadelphia [master's thesis on microcard]. Philadelphia: Drexel Institute of Technology; 1955. 55 p.

Return to 2. Books / A. Entire Books / Type of Medium

Box 23: Titles ending in punctuation other than a period:

- Most titles of books end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

Pennell S, editor. Women and medicine: remedy books, 1533-1865, from the Wellcome Library for the History and Understanding of Medicine, London [microfilm]. London: Wellcome Library for the History and Understanding of Medicine; c2004. 35 reels: black & white, negative, 35 mm.

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

Barber RM. What shall I eat? [microfilm]. Hokinson HE, illustrator. New York: Macmillan Co.; 1933. 1 reel: black & white, negative, 35 mm.

Return to 2. Books / A. Entire Books / Type of Medium

Box 24: Titles not in English:

- If a translation of a title is provided, place the translation in square brackets after the original language or romanized title

Ochoa S. Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression]. Madrid: Consejo Superior de Investigaciones Cientificas; 2000. 219 p. Spanish.

- If a book title is in a microform (microfiche, microfilm, microcard, etc.), place the specific name of the microform in square brackets following the translation

Jousset TA. Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm]. Paris: Masson; 1933. 152 p. 1 reel: black & white, negative, 35 mm.

Return to 2. Books / A. Entire Books / Type of Medium

Box 25: Abbreviation rules for editions:

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.

Word	Abbreviation
translated	
For additional abbreviations, see ISO 832:1994 - <i>Rules for the abbreviation of bibliographic terms</i> .	
<ul style="list-style-type: none">Follow abbreviated words with a period and end all edition information with a period	
3rd rev. ed.	
1st Engl. ed.	
Return to 2. Books / A. Entire Books / Edition	

Box 26: Non-English words for editions:

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
 - Provide the name in the original language
 - Abbreviate common words used in edition statements if the language is a familiar one
 - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
- Deutsch E, Lippert HD, editors. *Kommentar zum Arzneimittelgesetz (AMG)*. 2, Aufl. Berlin: Springer; 2007. 885 p. German.
- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, or Hebrew:
 - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
 - Abbreviate common words used in edition statements if the language is a familiar one
 - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words

- Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples: ĉ or ĉ becomes c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end all edition information with a period

Examples:

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement written in a character-based language such as Chinese, Japanese, and Korean:
 - Transliterate or translate the words for edition
 - Do not abbreviate any of the words or omit any words
 - Use the capitalization system of the particular language
 - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples:

ō becomes o

ū becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period

Examples:

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.

Language	Word for Edition	Abbreviation
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

[Return to 2. Books / A. Entire Books / Edition](#)

Box 27: First editions

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

[Return to 2. Books / A. Entire Books / Edition](#)

Box 28: More than one type of secondary author:

A book may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

Examples:

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

[Return to 2. Books / A. Entire Books / Editor and other Secondary Authors](#)

Box 29: Secondary author performing more than one role:

If the same secondary author performs more than one role:

- List all the roles in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones AB, editor and translator.

[Return to 2. Books / A. Entire Books / Editor and other Secondary Authors](#)

Box 30: Non-English names for secondary authors:

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur editeur	traducteur	illustrateur
German	redakteur herausgeber	ubersetzer dolmetscher	illustrator
Italian	redattore curatore editore	traduttore	disegnatore
Russian	redaktor izdatel	perevodchik	konstruktor
Spanish	redactor editor	traductor	ilustrador

Return to 2. Books / A. Entire Books / Editor and other Secondary Authors

Box 31: Organization as editor:

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor
- Place a comma, space, and the word editor after the organization name

Example:

Swiss Pharmaceutical Society, editor. Index nominum: international drug directory. 18th ed. Stuttgart (Germany): Medpharm Scientific Publications; 2004. 1823 p.

Return to 2. Books / A. Entire Books / Editor and other Secondary Authors

Box 32: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

Montreal (QC):

Ottawa (ON):

Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

but

Malaga (Spain): *or* Malaga (ES):

Basel (Switzerland): *or* Basel (CH):

Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Return to 2. Books / A. Entire Books / Place of Publication

Box 33: Joint publication:

Two or more organizations may co-publish a book.

- Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication
- Place the name of the other organization(s) as a note at the end of the citation, if desired

Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

Return to 2. Books / A. Entire Books / Place of Publication

Box 34: Multiple places of publication:

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Return to 2. Books / A. Entire Books / Place of Publication

Box 35: No place of publication can be found:

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".

Marquis DK. Advance care planning: a practical guide for physicians. [Chicago]: AMA Press; c2001. 105 p.

- If no place of publication can be found or inferred, use [place unknown]

Kuttner L. A child in pain: how to help, what to do. [place unknown]: Hartley & Marks; 1996. 271 p.

Return to 2. Books / A. Entire Books / Place of Publication

Box 36: Abbreviated words in publisher names:

- Abbreviate commonly used words in publisher names, if desired

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Return to 2. Books / A. Entire Books / Publisher

Box 37: Non-English names for publishers:

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Rome: Societa Editrice Universo;

Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew

Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Medikaru Rebyusha;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Return to 2. Books / A. Entire Books / Publisher

Box 38: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine Press Ltd. (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

What kind of birth control is best for you? Rockville (MD): Food and Drug Administration (US); 2000. 12 p. Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

Return to 2. Books / A. Entire Books / Publisher

Box 39: Joint publication:

Two or more organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page
- Place the name of the other organization(s) as a note at the end of the citation, if desired

Example:

Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

- Do not give more than one name as publisher

Return to 2. Books / A. Entire Books / Publisher

Box 40: Multiple publishers:

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

Example:

Chandler F, editor. Herbs: everyday reference for health professionals. Ottawa: Canadian Pharmacists Association; c2000. 240 p. Co-published by the Canadian Medical Association.

Return to 2. Books / A. Entire Books / Publisher

Box 41: No publisher can be found:

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets

Sciarra C. Harvey Cushing fondatore della neurochirurgia. Rome: [publisher unknown]; [1971?]. Italian.

[Return to 2. Books / A. Entire Books / Publisher](#)

Box 42: Multiple years of publication:

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar

2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

[Return to 2. Books / A. Entire Books / Date of Publication](#)

Box 43: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

mayo = May

luty = Feb

brezen = Mar

[Return to 2. Books / A. Entire Books / Date of Publication](#)

Box 44: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

[Return to 2. Books / A. Entire Books / Date of Publication](#)

Box 45: Date of publication and date of copyright:

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Example:

Research Task Force on Risk-Based Inservice Testing Guidelines. Risk-based testing: development of guidelines. New York: American Society of Mechanical Engineers; 2000, c1996.

[Return to 2. Books / A. Entire Books / Date of Publication](#)

Box 46: No date of publication, but a date of copyright:

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Examples:

Kruger L, editor. Pain and touch. San Diego (CA): Academic Press; c1996. 394 p.

Mark BS, Incorvaia J, editors. The handbook of infant, child, and adolescent psychotherapy. Northvale (NJ): Jason Aronson Inc.; c1995-1997. 2 vol.

[Return to 2. Books / A. Entire Books / Date of Publication](#)

Box 47: No date of publication or copyright can be found:

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the book itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

Marcuzzi A. Alimentazione: risorse e possibilit . Bologna (Italy): Malipiero S.p.A. Editore; [date unknown]. 72 p. Italian.

Return to 2. Books / A. Entire Books / Date of Publication

Box 48: Options for date of publication:

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or title if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication
- If there is no year of publication, use the year of copyright
- Place the year after the last named author (or after the title if there is no author), followed by a period
- End publisher information with a period

NLM citation:

Barnett T, Whiteside A. AIDS in the twenty-first century: disease and globalization. 2nd ed. New York: Palgrave Macmillan; 2006. 449 p.

HIV/AIDS resources: a nationwide directory. 10th ed. Longmont (CO): Guides for Living; c2004. 792 p.

Name-year system of citation:

Barnett T, Whiteside A. 2006. AIDS in the twenty-first century: disease and globalization. 2nd ed. New York: Palgrave Macmillan. 449 p.

HIV/AIDS resources: a nationwide directory. c2004. 10th ed. Longmont (CO): Guides for Living. 792 p.

Return to 2. Books / A. Entire Books / Date of Publication

Box 49: Roman numerals used as page numbers:

If all of the pages (not just the introductory pages) of a book have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by "p."
- Place the number and "p." in square brackets, such as [12 p.]
- End page information with a period

Example: [20 p.].

Return to 2. Books / A. Entire Books / Pagination

Box 50: No numbers appear on the pages of the book:

Occasionally, a book will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period

Examples:

Howell E. Access to children's mental health services under Medicaid and SCHIP. Washington: Urban Institute; c2004. 7 leaves.

Zaadstra BM, Staats PG, Davidse W. Aard en omvang van cannabis gebruik bij mensen met MS. Leiden (Netherlands): TNO Preventie en Gezondheid; 1998. 37 leaves. Dutch.

Return to 2. Books / A. Entire Books / Pagination

Box 51: Language for describing physical characteristics:

If a book is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

5 microfiche:

3 reels: [of microfilm]

2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:

color

black & white

positive

negative

4 x 6 in. (standard microfiche size)

3 x 5 in. (standard microcard size)

35 mm. (a standard microfilm size)

16 mm. (a standard microfilm size)

Examples of complete physical description statements:

3 microfiche: color, positive, 4 x 6 in.

5 microcards: black & white, 3 x 5 in.

1 reel: black & white, negative, 35 mm.

Return to 2. Books / A. Entire Books / Physical Description

Box 52: Series editor's name provided:

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
 - Give surname first
 - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
 - Separate multiple names with a comma
 - End name information with a comma
 - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or number. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the name and the numbers by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:

Forsman RB, editor. Administration and management in health sciences libraries. Lanham (MD): Medical Library Association; c2000. (Bunting A, editor. Current practice in health sciences librarianship; vol. 8).

[Return to 2. Books / A. Entire Books / Series](#)

Box 53: Multiple series:

If a book is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:

Rugg DL, Peersman G, Carael M, editors. Global advances in HIV/AIDS monitoring and evaluation. San Francisco: Jossey-Bass; c2004. 180 p. (New directions for evaluation; no. 103); (Jossey-Bass education series).

[Return to 2. Books / A. Entire Books / Series](#)

Box 54: Non-English names for volumes:

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.

t. 5

bd. 3

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2
- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

Language	Word for Volume	Abbreviation
French	volume	vol.
	tome	t.

Language	Word for Volume	Abbreviation
German	annee	
	Band	bd.
	Jahrgang	jahrg.
Italian	volume	vol.
	tomo	t.
	annata	
Russian	tom	
	godovoj komplert	god.
	volumen	vol.
Spanish	tomo	t.
	ano	

[Return to 2. Books / A. Entire Books / Series](#)

Box 55: Books appearing in more than one language:

- If a book is written in several languages:
 - Give the title in the first language found on the title page
 - List all languages after the pagination, or physical description if present
 - Capitalize the language names
 - Separate the language names by commas
 - End the list of languages with a period

Example:

Puig-Samper MA, Ruiz R, Galera Andres A, editors. Evolucionismo y cultura: darwinismo en Europa e Iberoamerica. Aranjuez (Spain): Ediciones Doce Calles; 2002. 407 p. Spanish, English, French, Portuguese.

- If a book is written with equal text in two or more languages, as often occurs in Canadian publications:
 - Give all titles in the order in which they are presented on the title page
 - Separate them with an equals sign with a space on either side
 - List the languages after the pagination
 - Capitalize the language names
 - Separate the language names by commas
 - End the list of languages with a period

Example:

Institut de Recherches Internationales Servier. Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences. Paris: Elsevier; c2002. 271 p. French, English.

- If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.

Example:

Lopez Ferez JA, editor. La lengua cientifica griega: origenes, desarrollo e influencia en las lenguas modernas europeas [The Greek scientific language: origins, development and influence on modern European languages]. Madrid: Ediciones Clasicas; 2000. 2 vol. Spanish, French, German, Greek, Italian.

[Return to 2. Books / A. Entire Books / Language](#)

Box 56: Book accompanied by a videocassette, CD-ROM, DVD, etc.:

- If a book has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by: " followed by the number and type of the medium.

Di Lauro A, Brandon E. The MIBIS manual: preparing records in microcomputer-based bibliographic information systems. 2nd ed. Ottawa (ON): International Development Research Centre; 1995. Accompanied by: 1 CD-ROM.

[Return to 2. Books / A. Entire Books / Notes](#)

Box 57: Book with an ISBN:

- If the book has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN: ".

Stern SD, Cifu AS, Altkorn D. Symptom to diagnosis: an evidence-based guide. New York: Lange Medical Books; c2006. 434 p. ISBN: 9780071463898.

[Return to 2. Books / A. Entire Books / Notes](#)

Box 58: Other types of material to include in notes:

The notes element may be used to provide any further information. Begin by citing the book, then add the note. Some examples of notes are:

- If the book is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.

What kind of birth control is best for you? Rockville (MD): Food and Drug Administration (US); 2000. 12 p. Available from: US Government Printing Office, Washington, DC; HE 20.4050:B 53/2000.

- If the book is translated or otherwise adapted from another book, give the name of the original

Holz FG. Age-related macular degeneration. 2nd ed. New York: Springer; c2004. 234 p. Translated from the German title Altersabhängige Makuladegeneration.

- If the book was sponsored by or prepared for a particular organization, give the name

Stahl PH, Wermuth CG, editors. Handbook of pharmaceutical salts: properties, selection, and use. New York: Wiley-VCH; c2002. 374 p. Prepared for the International Union of Pure and Applied Chemistry.

- If the book is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.

Tereshchenko NM. Biologicheski aktivnye veshchestva i ikh surrogaty. Cherkasy (Ukraine): Vidlunnia-Plius; 2003. 103 p. Russian. Located at: National Library of Medicine, Bethesda, MD; 2004 H-230.

- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it

Palazzo RE, Davis TN, editors. Centrosomes and spindle pole bodies. San Diego: Academic Press; c2001. 375 p. 16 pages of plates, some color.

[Return to 2. Books / A. Entire Books / Notes](#)

Box 59: Non-English names for volumes:

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.

T. 5

Bd. 3

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2
- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

Language	Word for Volume	Abbreviation
French	Volume	Vol.
	Tome	T.
	Annee	
German	Band	Bd.
	Jahrgang	Jahrg.
Italian	Volume	Vol.
	Tomo	T.
	Annata	
Russian	Tom	
	Godovoj komplert	God.
Spanish	Volumen	Vol.
	Tomo	T.
	Ano	

Return to 2. Books / B. Individual Volumes of Books / (1) Individual Volumes with a Separate Title but without Separate Authors/ Editors / Volume and Number

Box 60: Numbers labeled other than volume:

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period

Section = Sect.

Part = Pt.

Number = No.

- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.
- See the following list of words used for section, part, and number in a variety of languages:

Language	Section	Part	Number
French	Section	Partie	Cahier
		Part	Numero
German	Sektion Abteilung	Teil	Heft
			Nummer
			Lieferung
Italian	Sezione	Parte	Numero
	Parte		Fascicolo
Russian	Sekcija	Cast'	Nomer
	Otdel		

Language	Section	Part	Number
	Otdelenie		
Spanish	Seccion	Parte	Numero
	Parte		Fasciculo

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2

Example:

Merbach W, Muller-Uri C. Lead in the environment [bibliography]. Pt. 3, Distribution of the environmental lead. Halle (Germany): Universitäts- und Landesbibliothek Sachsen-Anhalt; 1993. 211 p. English, German, French, Spanish, Polish, Italian.

Return to 2. Books / B. Individual Volumes of Books / (1) Individual Volumes with a Separate Title but without Separate Authors/ Editors / Volume and Number

Box 61: Non-English titles for volumes:

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
 - T. 10, Splenomegalie.
 - Bd. 3, Massenmigration in Europa.
- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
 - Tom 5, Demograficheskie vzaimosvyazi obrazovaniya.
- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.
 - 2-kwon, 21-segi yakop ui chwapyo wa pijon.
 - or
 - [Vol. 2, Pharmaceutical perspective and vision in the 21st century].
- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
 - Bd. 3, Diagnostik hormonell aktiver Nebennierenraumforderungen.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with a diacritic or accent as if they are not marked
 - Å *treated as* A
 - Ø *treated as* O
 - Ç *treated as* C
 - Ł *treated as* L
 - à *treated as* a
 - ô *treated as* o
 - ñ *treated as* n
 - ü *treated as* u
 - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
 - æ *treated as* ae
 - œ *treated as* oe
- Provide an English translation placed in square brackets after the original language or romanized title, when possible.
 - Vol. 1, Principios de anatomia osea y dental [Vol. 1, Principles of bone and dental anatomy].

Return to 2. Books / B. Individual Volumes of Books / (1) Individual Volumes with a Separate Title but without Separate Authors/Editors / Title

Box 62: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of the title of a volume unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Vol. 10, n-alkenes.

Vol. 3, de Crecchio syndrome.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Vol. 3, Seeds and γ -radiation.

may become

Vol. 3, Seeds and gamma-radiation.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses.

Vol. 4, Transport of NH_3 .

may become

Vol. 4, Transport of NH(3).

Return to 2. Books / B. Individual Volumes of Books / (1) Individual Volumes with a Separate Title but without Separate Authors/Editors / Title

Box 63: Roman numerals for page numbers:

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by "p."
- Place the number and "p." in square brackets, such as [52 p.]
- End page information with a period

Example: [75 p.].

- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:

- Provide the beginning and ending pages of the volume
- Give numbers in upper or lower case, whichever appears in the volume
- Precede the page numbers with "p." and separate them by a hyphen
- End page information with a period

Examples:

p. CCV-CCCXXIII.

p. ccv-cccxxvii

Return to 2. Books / B. Individual Volumes of Books / (1) Individual Volumes with a Separate Title but without Separate Authors/Editors / Location (Pagination)

Box 64: Volumes continuously paginated:

Many books published in multiple volumes with separate titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a book with pagination continued from one volume to another, give the beginning and ending pages of the volume
- Precede the page numbers with "p." and separate them by a hyphen
- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.

Example:

Goldstein RE, Haywood VA, editors. Esthetics in dentistry. 2nd ed. Vol. 2, Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. Hamilton (ON): BC Decker Inc; 2002. p. 471-884.

Return to 2. Books / B. Individual Volumes of Books / (1) Individual Volumes with a Separate Title but without Separate Authors/Editors / Location (Pagination)

Box 65: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

James O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James *becomes* St James CA

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 66: Other surname rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvoirville *becomes* de Pouvoirville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 67: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 68: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 69: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 70: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ğ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 71: Non-English words for editor:

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 72: Organizations as author/editor:

An organization such as a university, society, association, corporation, or governmental body may serve as an author or editor.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 73: No author can be found:

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Morrison CP, Court FG, editors.

Walser E, translator.

- If no person or organization can be identified as the author and no editors or translators are given, begin the reference with the title of the book. Do not use anonymous.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 74: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, and others.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author/Editor

Box 75: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author Affiliation

Box 76: E-mail address included:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author Affiliation

Box 77: Organizational names for affiliations not in English:

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpetriere, Paris, France), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucurest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ġ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author Affiliation

Box 78: Names for cities and countries not in English:

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Author Affiliation

Box 79: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of a book title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

γ -linolenic acid: recent advances in biotechnology and clinical applications.

may become

Gamma-linolenic acid: recent advances in biotechnology and clinical applications.

Enantioselective synthesis of β -amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO₂ nanoparticles.

may become

TiO(2) nanoparticles.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Title

Box 80: Titles not in English:

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Base molecular de la expresion del mensaje genetico.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsol/roman.html>].

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Anrakushi to keiho.

or

[Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Pflegekompendium: Wirkstoffe, Materialien, Techniken.

- Provide an English translation after the original language title when possible; place translations in square brackets

Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

Pflegekompendium: Wirkstoffe, Materialien, Techniken [Care compendium: principles, materials, techniques].

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

Anrakushi to keiho [Euthanasia and criminal law].

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Title

Box 81: Titles in more than one language:

- If a book title is written in several languages:
 - Give the title in the first language found on the title page
 - List all languages of publication after the pagination (or Physical Description, if provided)
 - Separate the languages by commas
 - End the list of languages with a period
- If a book is published with equal text in two or more languages, as often occurs in Canadian publications:
 - Give all titles in the order they are given in the text
 - Place an equals sign with a space on either side between each title
 - List all languages, separated by commas, after the pagination (or Physical Description, if provided)
 - End the list of languages with a period

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Title

Box 82: Titles ending in punctuation other than a period:

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets after the original language or romanized title. End with the period outside the closing bracket.

Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

- If a translated title ends in another form of punctuation, keep that punctuation. Place it in the square brackets and end title information with a period.

La eutanasia: es buena muerte? [Euthanasia: is it a good death?].

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Title

Box 83: No title can be found:

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Example:

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Title

Box 84: Titles ending in punctuation other than a period:

- Most titles of volumes end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

Oral pathology [microfiche].

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

What shall I eat? [microfilm].

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Type of Medium

Box 85: Titles not in English:

- If a translation of a title is provided, place the translation in square brackets after the original language or romanized title

Abdomen: higado, bazo, vias biliares, pancreas y peritoneo [Abdomen: liver, spleen, bile ducts, pancreas and peritoneum].

- If a book title is in a microform (microfiche, microfilm, microcard, etc.), place the specific name of the microform in square brackets following the translation

Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm].

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Type of Medium

Box 86: Abbreviation rules for editions:

- Abbreviate common words found in edition statements, if desired:

Word	Abbreviation
edition	ed.
abbreviated	abbr.
abridged	abr.
American	Am.
augmented	augm.
authorized	authoriz.
English	Engl.
enlarged	enl.
expanded	expand.
illustrated	ill.
modified	mod.
original	orig.
reprint(ed)	repr.
revised	rev.
special	spec.
translation	transl.

Word	Abbreviation
translated	
For additional abbreviations, see ISO 832:1994 - <i>Rules for the abbreviation of bibliographic terms</i> .	
<ul style="list-style-type: none">Follow abbreviated words with a period and end all edition information with a period	
3rd rev. ed.	
1st Engl. ed.	
Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Edition	

Box 87: Non-English words for editions:

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
 - Provide the name in the original language
 - Abbreviate common words used in edition statements if the language is a familiar one
 - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
 - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Ä treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end edition information with a period

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, or Hebrew:
 - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].
 - Abbreviate common words used in edition statements if the language is a familiar one
 - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
 - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples: ĉ or ĉ becomes c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title proper by a space
- Retain the punctuation used in the edition statement
- Follow abbreviated words by a period and end all edition information with a period

Examples:

lzd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.

3. ekd.

- For an edition statement written in a character-based language such as Chinese, Japanese, and Korean:
 - Transliterate or translate the words for edition
 - Do not abbreviate any of the words or omit any words
 - Use the capitalization system of the particular language
 - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Examples:

ö becomes o

ü becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period

Examples:

Shohan.

Dai 1-han.

Dai 3-pan.

Di 3 ban.

Cai se ban, Xianggang di 1 ban.

Che 6-p`an.

- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.

Language	Word for Edition	Abbreviation
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Edition

Box 88: First editions

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Edition

Box 89: More than one type of secondary author:

A book may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

Examples:

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Editor and other Secondary Authors

Box 90: Secondary author performing more than one role:

If the same secondary author performs more than one role:

- List all the roles in the order they are given in the publication
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones AB, editor and translator.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Editor and other Secondary Authors

Box 91: Non-English names for secondary authors:

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.
- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ğ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	illustrator
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
	editore		
Russian	redaktor	perevodchik	konstruktor
	izdatel		
Spanish	redactor	traductor	ilustrador
	editor		

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Editor and other Secondary Authors

Box 92: Organization as editor:

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor
- Place a comma, space, and the word editor after the organization name

Example:

Swiss Pharmaceutical Society, editor.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Editor and other Secondary Authors

Box 93: Non-US cities:

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:

Montreal (QC):

Ottawa (ON):

Vancouver (BC):

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see Appendix D). Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

but

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Place of Publication

Box 94: Joint publication:

Two or more organizations may co-publish a book.

- Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication
- Place the name of the other organization(s) as a note at the end of the citation, if desired

Co-published by the Canadian Medical Association.

- Do not give multiple places as place of publication or include multiple publishers

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Place of Publication

Box 95: Multiple places of publication:

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.
- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Place of Publication

Box 96: No place of publication can be found:

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".
- If no place of publication can be found or inferred, use [place unknown]

[place unknown]: Hoobler; 1991.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Place of Publication

Box 97: Abbreviated words in publisher names:

- Abbreviate commonly used words in publisher names, if desired

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Publisher

Box 98: Non-English names for publishers:

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

Rome: Societa Editrice Universo;

Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew

Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names in character-based languages (Chinese, Japanese, Korean). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Medikaru Rebyusha;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized]

- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest

Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* æ

œ *treated as* oe

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Publisher

Box 99: Government agencies and other national and international bodies as publisher:

- When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

National Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine Press Ltd. (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine). Available from: US Government Printing Office, Washington, DC; D 104.35:PT.1/V.4.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Publisher

Box 100: Joint publication:

Two or more organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page.
- Place the name of the other organization(s) as a note at the end of the citation, if desired

Co-published by the Canadian Medical Association.

- Do not give more than one name as publisher

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Publisher

Box 101: Multiple publishers:

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Publisher

Box 102: No publisher can be found:

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets.

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Publisher

Box 103: Multiple years of publication:

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar

2002 Dec-2003 Jan

- Separate multiple months of publication by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Date of Publication

Box 104: Non-English names for months:

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

mayo = May

luty = Feb

brezen = Mar

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Date of Publication

Box 105: Seasons instead of months:

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Date of Publication

Box 106: Date of publication and date of copyright:

Some publications have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separate the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Date of Publication

Box 107: No date of publication, but a date of copyright:

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Examples:

Renninger KA, Sigel IE, editors. Child psychology in practice. 6th ed. Hoboken (NJ): John Wiley & Sons, Inc.; c2006. 1073 p.
(Damon W, Lerner RM, editors. Handbook of child psychology; vol. 4).

Wilcox CS, editor. Hypertension and the kidney. Philadelphia: Current Medicine, Inc.; c1999. (Schrier RW, editor. Atlas of diseases of the kidney; vol. 3).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Date of Publication

Box 108: No date of publication or copyright can be found:

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material in the volume itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

Bologna (Italy): Malipiero S.p.A. Editore; [date unknown].

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Date of Publication

Box 109: Options for date of publication:

It is not NLM policy, but the following is an acceptable option:

The date of publication may follow the author names (or editor if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication
- If there is no year of publication, use the year of copyright
- Place the year after the last named author (or after the editor if there is no author), followed by a period
- End publisher information with a period

NLM citation:

Belar CD, editor. Sociocultural and individual differences. New York: Pergamon; 1998. 384 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 10).

Frank RG, Baum A, Wallander JL, editors. Models and perspectives in health psychology. Washington: American Psychological Association; c2004. 641 p. (Boll TJ, editor. Handbook of clinical health psychology; vol. 3).

Name-year system of citation:

Belar CD, editor. 1998. Sociocultural and individual differences. New York: Pergamon. 384 p. (Bellack AS, Hersen M, editors. Comprehensive clinical psychology; vol. 10).

Frank RG, Baum A, Wallander JL, editors. c2004. Models and perspectives in health psychology. Washington: American Psychological Association. 641 p. (Boll TJ, editor. Handbook of clinical health psychology; vol. 3).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Date of Publication

Box 110: Volume in a set continuously paginated:

Many books published in multiple volumes with separate authors/editors and titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a multivolume set with pagination continued from one volume to another, give the beginning and ending pages of the volume
- Precede the page numbers with "p." and separate them by a hyphen
- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.

Examples:

Gross AM, Drabman RS, editors. Child clinical applications. Thousand Oaks (CA): Sage Publications; c2005. p. 653-1118. (Hersen M, editor. Encyclopedia of behavior modification and cognitive behavior therapy; vol. 2).

Guyuron B, editor. Aesthetic surgery. Kanasz J, illustrator. St. Louis (MO): Mosby; c2000. p. 2427-887. (Achauer BM, Eriksson E, Guyuron B, Coleman JJ 3rd, Russell RC, Vander Kolk CA, editors. Plastic surgery: indications, operations, and outcomes; vol. 5).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Pagination

Box 111: Roman numerals used as page numbers:

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:
 - Convert the roman numeral on the last page of the text to an arabic number
 - Follow the number by "p."
 - Place the number and "p." in square brackets, such as [52 p.]
 - End page information with a period
- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:
 - Provide the beginning and ending pages of the volume
 - Give numbers in upper or lower case, whichever appears in the volume
 - Precede the page numbers with "p." and separate them by a hyphen
 - End page information with a period

Examples:

p. CCV-CCCXXIII.

p. ccv-cccxxvii

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Pagination

Box 112: No numbers appear on the pages of the volume:

Occasionally, a volume will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period

Example: 37 leaves.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors /
Pagination

Box 113: Language for describing physical characteristics:

If a volume is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

5 microfiche:

3 reels: [of microfilm]

2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:

color

black & white

positive

negative

4 x 6 in. (standard microfiche size)

3 x 5 in. (standard microcard size)

35 mm. (a standard microfilm size)

16 mm. (a standard microfilm size)

Examples of complete physical description statements:

3 microfiche: color, positive, 4 x 6 in.

5 microcards: black & white, 3 x 5 in.

1 reel: black & white, negative, 35 mm.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors /
Physical Description

Box 114: Series editor's name provided:

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
 - Give surname first
 - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
 - Separate multiple names with a comma
 - End name information with a comma
 - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12. Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2.
- Separate the name and the numbers by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:

Frank RG, Baum A, Wallander JL, editors. Models and perspectives in health psychology. Washington: American Psychological Association; c2004. 641 p. (Boll TJ, editor. Handbook of clinical health psychology; vol. 3).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Series

Box 115: Non-English names for volume:

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.

t. 5

bd. 3

- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

Language	Word for Volume	Abbreviation
French	volume	vol.
	tome	t.
	annee	
German	Band	bd.
	Jahrgang	jahrg.
Italian	volume	vol.
	tomo	t.
	annata	
Russian	tom	t.
	godovoj komplekt	god.
Spanish	volumen	vol.
	tomo	t.

Language	Word for Volume	Abbreviation
	ano	

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2

Examples:

Stoopen ME, Kimura K, Ros PR, editors. Abdomen: higado, bazo, vias biliares, pancreas y peritoneo. Philadelphia: Lippincott Williams & Wilkins; 1998. 415 p. (Taveras JM, Cardoso JM, editors. Radiologia e imagen diagnostica y terapeutica; t. 2). Spanish.

Kastenbauer E, editor. Nase, Nasennebenhohlen, Gesicht, Mundhohle und Pharynx, Kopfspeicheldrusen. Stuttgart (Germany): George Thieme Verlag; 1992. 823 p. (Naumann HH, Helms J, Herberhold C, Kastenbauer, editors. Oto-Rhino-Laryngologie in Klinik und Praxis; bd. 2). German.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Series

Box 116: Numbers labeled other than volume:

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period
 - Section = sect.
 - Part = pt.
 - Number = no.
- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.
- See the following list of words used for section, part, and number in a variety of languages:

Language	Section	Part	Number
French	section	partie	cahier
		part	numero
German	Sektion	Teil	Heft
	Abteilung		Nummer
			Lieferung
Italian	sezione	parte	numero
	parte		fascicolo
Russian	sekcija	cast'	nomer
	otdel		
	otdelenie		
Spanish	seccion	parte	numero
	parte		fasciculo

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2
- Examples:*

Hoffman JH, Jamieson JD, editors. Cell physiology. New York: Oxford; 1997. 960 p. (Handbook of physiology; Sect. 14).

Brenner DJ, Krieg NR, Staley JT, editors. The *proteobacteria*. Part C, The *alpha*-, *beta*-, *delta*-, and *epsilonproteobacteria*. 2nd ed. New York: Springer; c2005. 1388 p. (Garrrity GM, editor. Bergey's manual of systematic bacteriology; vol. 2, pt. C).

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Series

Box 117: Volumes appearing in more than one language:

- If a volume is written with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are presented on the title page
- Separate them with an equals sign with a space on either side
- List the languages after the pagination
- Capitalize the language names
- Separate the language names by commas
- End the list of languages with a period

Example:

Klunker W. Sleep, dreams, sexuality = Sommeil, rêves, sexualité = Schlaf, Traume, Sexualität. 3rd improved ed. Schmidt P, Baur J, translators. Heidelberg (Germany): Karl F. Haug Verlag; 1987. 611 p. (Barthel H, editor. Synthetic repertory: psychic and general symptoms of the homeopathic materia medica = Repertoire synthétique: symptômes psychiques et généraux de la matière médicale homeopathique = Synthetisches Repertorium: Gemüts- und Allgemeinsymptome der homöopathischen Materia medica; vol. 3). English, French, German.

- If a volume is written in several languages:

- Give the title in the first language found on the title page
- List all languages after the pagination
- Capitalize the language names
- Separate the language names by commas
- End the list of languages with a period

Toomingas A, Pettersen RB, Lindström K, Bach E, editors. Yttre arbetsmiljöfaktorer som hälsorisker bland hälso- och sjukvårdspersonal. Copenhagen: Nordisk Ministerråd; 1994. 195 p. (Hälsövardens arbetsmiljö i Norden; d. 2). Swedish, Norwegian, Danish.

- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.

Toomingas A, Pettersen RB, Lindström K, Bach E, editors. Yttre arbetsmiljöfaktorer som hälsorisker bland hälso- och sjukvårdspersonal [Health risks in the work environment of health care personnel]. Copenhagen: Nordisk Ministerråd; 1994. 195 p. (Hälsövardens arbetsmiljö i Norden [The work and health of health care personnel in the Nordic countries]; d. 2). Swedish, Norwegian, Danish.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Language

Box 118: Volume accompanied by a videocassette, CD-ROM, DVD, etc.:

- If the volume has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space. Add the the number and type of medium.

Goldstein RE, Haywood VB, editors. Esthetic problems of individual teeth, missing teeth, malocclusion, special populations. 2nd ed. London: BC Dekker, Inc.; 2002. p. 473-884. (Goldstein RE, editor. Esthetics in dentistry; vol. 2). Accompanied by: 1 CD-ROM.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Notes

Box 119: Volume with an ISBN:

- If the volume has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN:".

Bays RA, Quinn PD, editors. Temporomandibular disorders. Winn WM, illustrator. Philadelphia: W.B. Saunders Company; c2000. 426 p. (Fonseca RJ, editor. Oral and maxillofacial surgery; vol. 4). ISBN: 9780721696355.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Notes

Box 120: Other types of material to include in notes:

The notes element may be used to provide any further information. Begin by citing the volume, then add the note. Some examples of notes are:

- If the volume is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.

Jones FD, Sparacino LR, Wilcox VL, Rothberg JM, Stokes JW, editors. War psychiatry. Falls Church (VA): Department of the Army (US), Office of the Surgeon General; 1995. 508 p. (Lounsbury DE, editor. Textbooks of military medicine). Available from: US Government Printing Office, Washington, DC; D 104.35:PT.1/V.4.

- If the volume is not a common one, give the name of a library or other archive where it may be found, including the location and any finding number. Begin with the phrase "Located at" followed by a colon and a space.

Sudarshan SR, editor. Diseases and their causes. Tareo (India): Popular Prakashan; 2005. 319 p. (Encyclopaedia of Indian medicine; vol. 6). Located at: National Library of Medicine, Bethesda, MD; WZ 13 E56 1985.

Return to 2. Books / B. Individual Volumes of Books / (2) Individual Volumes with a Separate Title and Separate Authors/Editors / Notes

Box 121: Non-English names for parts:

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Tabelle 5.3,

Figura 10a,

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

Risunok 6,

Parartema 4,

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Ichiran-hiyo 3, or [Table 3,]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with a diacritic or accent as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Convert words and roman numerals used for part numbers into arabic numbers, so that the word for two or II becomes 2
- Provide an English translation in square brackets after the original language or romanized title when possible

Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

- To help identify parts in other languages, see the following examples:

Language	Chapter	Table	Figure	Chart	Appendix	Section
French	Chapitre	Tableau	Figure	Graphique Schema	Appendice	Section
German	Kapitel	Tabelle	Abbildung Figur	Schaubild Diagramm	Anhang Appendix Zusatz	Sektion Abteilung
Italian	Capitolo	Tabella	Figura	Diagramma Grafico	Appendice	Parte Sezione
Russian	Glava	Tablitsa	Risunok	Grafik Skhema	Prilozenie	Sekcija Otdel Otdelenie
Spanish	Capitulo	Tabla	Figura	Grafico	Apendice	Seccion

Language	Chapter	Table	Figure	Chart	Appendix	Section
				Cuadro		Parte

Return to 2. Books / C. Parts of Books / Name and Number/Letter

Box 122: No letter or number follows the name:

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.

Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Return to 2. Books / C. Parts of Books / Name and Number/Letter

Box 123: No name appears:

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

[Figure], Protein binding and drug disposition; p. 212.

[Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

Data and calculations required for a life table; p. 146.

Sialography; p. 1029-30.

Return to 2. Books / C. Parts of Books / Name and Number/Letter

Box 124: Titles for parts not in English:

- Provide the name in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

Chapitre 4, Le virage de la jouissance; p. 91-102. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsol/roman.html>].

Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place the translation in square brackets.

10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

[Figure 9, Annual progression of swine influenza in Seoul]; p. 44. Korean.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- Provide an English translation in square brackets after the original language or romanized title when possible

Tableau 5, Principaux marqueurs biologiques de l'etat nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.

10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.

Return to 2. Books / C. Parts of Books / Title

Box 125: Titles for parts in more than one language:

If a chapter, figure, or another part is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found in the text
- Place an equals sign with a space on either side between the titles
- List all languages, separated by commas, after the location (pagination)
- End the list with a period

Example:

Lines R. Action on HIV/AIDS in prisons: too little, too late; a report card = La lutte au VIH/sida dans nos prisons: trop peu, trop tard; unrapportd' etape. [Montreal (QC)]: Canadian HIV/AIDS Legal Network; c2002. [Table], Percentage of prisoners known to be HIV-positive in women's institutions = Proportion de detenues connues comme seropositives au VIH dans des etablissements federaux pour femmes; p. 4. English, French.

Return to 2. Books / C. Parts of Books / Language

Box 126: Titles for parts containing a Greek letter, chemical formula, or another special character:

- Capitalize the first word of the title of a part unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezonl L, CW-20M; p. 374.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ -radiation; p. 566.

may become

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

- If a title contains superscripts or subscripts than cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

Table 4, Glycoprotein mediated transport of NH_3 into red blood cells; p. 149.

may become

Table 4, Glycoprotein mediated transport of $\text{NH}(3)$ into red blood cells; p. 149.

Return to 2. Books / C. Parts of Books / Title

Box 127: No title appears:

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.
- Place the created title in square brackets

Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.

Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

[Return to 2. Books / C. Parts of Books / Title](#)

Box 128: Roman numerals for page numbers:

- Keep roman numerals when they are used as page numbers for parts
- Give roman numerals in upper or lower case, whichever appears in the publication

Appendix 2, Common aquatic invertebrates; p. XXI-XXII.

Table 8, Classification of lung adenocarcinoma; p. xv.

- If the pagination for a part begins anew with page I or i, give the total number of pages of the part in square brackets

Appendix, Questionnaire; [5 p.].

[Return to 2. Books / C. Parts of Books / Location \(Pagination\)](#)

Box 129: Part paginated separately:

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

Appendix 3C, Description of model output tables and graphs; [7 p.].

[Return to 2. Books / C. Parts of Books / Location \(Pagination\)](#)

Box 130: No page numbers appear on the part:

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [1 p.].

Table, Checklist of symptoms; [1 p.].

[Return to 2. Books / C. Parts of Books / Location \(Pagination\)](#)

Box 131: Surnames with hyphens and other punctuation in them:

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton E

Ahmed El-Assmy *becomes* El-Assmy A

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien AD

James O. L'Esperance *becomes* L'Esperance JO

U. S'adeh *becomes* S'adeh U

- Omit all other punctuation in surnames

Charles A. St. James *becomes* St James CA

[Return to 2. Books / D. Contributions to Books / Author/Editor](#)

Box 132: Other surnames rules:

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit L

Jiddeke M. van de Kamp *becomes* van de Kamp JM

Gerard de Pouvourville *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno S

Jaime Mier y Teran *becomes* Mier y Teran J

Virginie Halley des Fontaines *becomes* Halley des Fontaines V

[If you cannot determine from the title page whether a surname is compound or is a combination of a middle name and a surname, look at the table of contents, the back of the title page (the copyright page), or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- Ignore diacritics, accents, and special characters in names. To simplify rules for English-language publications, this rule ignores some conventions used in non-English languages

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 2. Books / D. Contributions to Books / Author/Editor

Box 133: Given names containing punctuation, a prefix, a preposition, or particle:

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart *becomes* Hart D

W. St. John Patterson *becomes* Patterson WS

De la Broquerie Fortier *becomes* Fortier D

Craig McC. Brooks *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

[Return to 2. Books / D. Contributions to Books / Author/Editor](#)

Box 134: Degrees, titles, and honors before or after a personal name:

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed JA

Kristine Schmidt, Ph.D. *becomes* Schmidt K

Robert V. Lang, Major, US Army *becomes* Lang RV

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

[Return to 2. Books / D. Contributions to Books / Author/Editor](#)

Box 135: Designations of rank in a family, such as Jr and III:

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. *becomes* DeVita VT Jr

James G. Jones II *becomes* Jones JG 2nd

John A. Adams III *becomes* Adams JA 3rd

Henry B. Cooper IV *becomes* Cooper HB 4th

Return to 2. Books / D. Contributions to Books / Author/Editor

Box 136: Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew) or character-based languages (Chinese, Japanese, Korean):

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>].

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Return to 2. Books / D. Contributions to Books / Author/Editor

Box 137: Non-English words for editor:

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Russian	redaktor
	izdatel
Spanish	redactor
	editor

[Return to 2. Books / D. Contributions to Books / Author/Editor](#)

Box 138: Organizations as author:

An organization such as a university, society, association, corporation, or government body may be an author.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear on the title page of a contribution as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Prepared for the International Union of Pure and Applied Chemistry.

- For names of organizations in languages other than English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsd/roman.html>]. Follow a non-English name with a translation when possible. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese, and Korean. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Ä *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

[Return to 2. Books / D. Contributions to Books / Author/Editor](#)

Box 139: Options for author names:

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Rastan S, Hough T, Kierman A, et al.

Adler DG, Baron TH, Davila RE, and others.

[Return to 2. Books / D. Contributions to Books / Author/Editor](#)

Box 140: Abbreviations in affiliations:

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy
Assoc. for Association
Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See Appendix E for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See Appendix D for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Return to 2. Books / D. Contributions to Books / Author Affiliation

Box 141: E-mail address included:

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Return to 2. Books / D. Contributions to Books / Author Affiliation

Box 142: Organizational names for affiliations not in English:

- Give the affiliations of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier AF (Service de Neurologie, Hopital de la Salpêtrière, Paris, France), Moreno Perez D (Unidad de Infectología e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Università degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsol/roman.html>].

Barbulescu M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucurest, Romania), Burcos T, Ungureanu CD, Zoderu-Popa I.

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication is always correct.

Return to 2. Books / D. Contributions to Books / Author Affiliation

Box 143: Names for cities and countries not in English:

- Use the English form for names of cities and countries when possible. However, the name as found on the publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

[Return to 2. Books / D. Contributions to Books / Author Affiliation](#)

Box 144: Titles not in English:

- Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Base molecular de la expresion del mensaje genetico.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables* [<http://www.loc.gov/catdir/cpsol/roman.html>].

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese, Korean). Place translated titles in square brackets.

Katsunori K. Anrakushi to keiho.

or

Katsunori K. [Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ treated as ae

œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
- Provide an English translation after the original language or romanized title when possible; place translations in square brackets

Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

Anrakushi to keiho [Euthanasia and criminal law].

Return to 2. Books / D. Contributions to Books / Title

Box 145: Titles in more than one language:

If a chapter or other contribution is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page
- Place an equals sign with a space on either side between the titles
- List all the languages, separated by commas, after the pagination
- End the list with a period

Example:

Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences.

[Return to 2. Books / D. Contributions to Books / Title](#)

Box 146: Titles containing a Greek letter, chemical formula, or another special character:

- Capitalize first word of the title of a chapter or other contribution unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.
von Willebrand disease.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the available type fonts, substitute the name for the symbol. For example, Ω becomes omega.

γ -linolenic acid and its clinical applications.

may become

Gamma-linolenic acid and its clinical applications.

Enantioselective synthesis of β -amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO₂ nanoparticles.

may become

TiO(2) nanoparticles.

[Return to 2. Books / D. Contributions to Books / Title](#)

Box 147: Roman numerals for page numbers:

- Keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication

Examples:

p. ix-xxi.

p. XIV-XVIII.

Return to 2. Books / D. Contributions to Books / Location (Pagination)

Box 148: No page numbers appear on the pages of the contribution:

Occasionally, a chapter or other contribution will appear on a page that is not numbered.

- If only the particular contribution to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

[preceding p. 55].

[following p. 84].

- If the entire book has no page numbers, give the total number of pages of the contribution, placed in square brackets, such as [5 p.].

Return to 2. Books / D. Contributions to Books / Location (Pagination)

Box 149: Optional chapter number:

- As an option, give the chapter number in place of the usual page numbers used for location.

Whiteside TL, Heberman RB. Effectors of immunity and rationale for immunotherapy. In: Kufe DW, Pollock RE, Weichselbaum RR, Bast RC Jr, Gansler TS, Holland JF, Frei E 3rd, editors. Cancer medicine 6. 6th ed. Hamilton (ON): BC Decker Inc; 2003. Chapter 14.

Return to 2. Books / D. Contributions to Books / Location (Pagination)